

Engineering Staff Advisory Council Agenda

Thursday, April 21st @ 2:00 PM CST

Via Zoom (for accessibility)

Attendees: Travis Greenlee, Michelle Reyes, Katie Schnedler, Kristine Roggentien, Brian Morelli, Andy Veit

Advisors: April Tippet, Cathy Koebrick

Guests: Chris Knutson, Alyssa Burks, Justine Hines

1. **Call to order**
2. **Announcements**
 1. What is your favorite Disney/Pixar/Cartoon/Children's Movie?
3. **March Meeting Minutes**
 1. Travis moved to approve, Katie seconded the motion. Minutes were unanimously approved
4. **Committee Reports & New Business**
 1. Engagement & Inclusion – Kristine shared updated provided by Brea
 1. Brea, Josh and Alyssa Burks met to discuss and plan spring social events
 2. Big Grove social gathering next Thursday, 5-7, providing appetizers. Families welcome, Kristine has a flyer. Please promote event to your colleagues
 3. Thinking about an end-of-semester appreciation, providing treats from ESAC. Asks ESAC councilors to help with delivery. Thinking about doing donuts and fruit. Maybe after Finals week (May 9-13).
 4. Investigating a family event at Terry Trueblood. ESAC would provide boat rentals, shelter rental, and food. Tentatively thinking about June. Brian advised that venue was quite full when he was trying to schedule an event for May.
 5. Discussed idea of renting children's museum for family friendly activity. Brea asked Katie about feasibility and Katie advised her to consult with April about whether it aligned with rewards and recognition guidelines/rules.
 2. Publicity & Greeting Committee
 1. Have discussed adjusting the newsletter timing. They propose sending ESAC updates shortly after the meeting instead of right before. Then update could include recap of the meeting if there's anything to share, could promote upcoming meeting. They don't think we get a lot of people coming to the meetings because of the email, usually feel rushed to get it out. Metrics indicate that many people do seem to open the email.
 1. Michelle pointed out that we would need to take care with what we include in the summary because the minutes

from the meeting cannot be posted until they are approved

2. Brian said that we could gather some of those items during the meeting
3. Travis said he's ok with trying something new
2. ESAC webpages updates
 1. ESAC events haven't been updated since 2019, do we need to keep these and update to current? Discussed pros and cons. Decided to update to a generic list of past events
 2. New alias for our webpage (<https://engineering.uiowa.edu/esac>)
 3. Meeting minutes page has to be manually updated each month. Propose setting up a SharePoint folder accessible to COE staff and post minutes there
3. Greeting of new staff members is up to date. Kristine will be making a new handout about what ESAC is to go in COE swag/welcome for new staff
3. Sustainability
 1. Bike to work day May 20, discussing ways to promote this event
4. Executive*
 1. [Q&A with the Dean Paraphrased Notes](#) Dean is reviewing these now, will post online and send in monthly message
5. Bylaws/Policies & Procedures*
 1. Did not meet
6. Elections*
 1. Andy is going to work on an email that will go out next week. Need to reach out to staff council because they run the survey for voting.
 2. Ballots due the second or third week of May.
7. Staff Awards*
 1. We are accepting Nominations! Very few have been received so far. Expecting that an extension will be needed. Committee will have to work quickly as Cathy needs time to prepare the presentation
5. **Liaison Committee Reports**
 1. University Staff Council- Brian Morelli
 1. UISC had visit from the UI President, who gave updates including
 1. Pillars in the draft for next strategic plan: student access, mental well-being, DEI, faculty recruitment
 2. Infusing writing across campus, regardless of discipline. Students need to express themselves in writing
 3. Student retention, scale up first year, first gen
 4. Housing applications are up

5. VP health hire may not happen until fall, as President Wilson wants campus feedback
6. Communicating that UI competes nationally for talent so salaries need to be competitive
2. HR updates from Jan Waterhouse and Trevor Glanz
 1. Probationary period for new hires going from 2 years to 1 year, internal transfers remain at 1 year,
 2. Updates in language around layoffs and furloughs.
3. Liz Crooks from Pentacrest museums
 1. Have resources if you work with student groups, staff groups etc. including scavenger hunts, team building.
 2. New initiative for walking tree tours on Pentacrest third Friday of month.
4. Staff Council volunteer Adopt a highway on May 21.
5. Brian helped host local legislative forum, had 80 people attend.
2. Budget Update – Katie Schnedler
 1. Influx in salary time charged
 2. Projecting that we will run \$3000 under budget even with events that are planned
3. DEI Council Update – Cathy
 1. Discussion about seminars and how DEI can be integrated in that
 2. Funding available for things staff or departments might have that promote DEI
 3. Campus climate survey is currently open, closes May 28
 4. Many of the DEI-related councils around campus are looking for people to get involved, including Council on the Status of Women, Latino/a/x Council, Disability Council, etc.
4. HR Update – Cathy Koebrick
 1. Two staff joined CoE since last meeting, one retirement
 2. Faculty and Staff Awards event May 11, at 2 pm
 1. Wants to include recognition for those who have BUILD certificates, Safe Zone training, promoted and tenured faculty
 3. Future of Work report was released a few weeks ago. COE is looking at our fall 2021 guidelines and determining what might need to be updated. Checking in with different unit leaders about how things are going with remote and flex work arrangements. Goal is to have collegiate guidelines updated by end of May so flex work arrangements for next FY can be made.
 4. HR is finalizing new onboarding swag
5. Finance and Operations Update – April Tippet
 1. FY23 Collegiate Economic Analysis was submitted in early April with tuition projections, student financial aid, enrollment

projections by semester, indirect cost recoveries projections, and faculty, staff and student appointment head counts

2. FY22 revised CEA projections due this week. This is the last time to compare budgeted to actuals. The Spring Budget Review Board Meeting is scheduled in early May.
 3. Faculty and staff salary planning spreadsheets have been sent out to units for review and completion. Units also received their documents for completion on staff workforce prioritization and planning. May 16 is when the salary setting application opens. Dean's office will review recommendations and make all entries into the salary setting application. Finalized spreadsheets and template letters will then be provided to the units in June.
6. Operations Update – April Tippet
 1. Safety walkthrough next Tuesday at NADS, early May for Stanley Hydraulics Lab.
 2. Facilities review completed and a report was submitted to the dean. Action items from the review will be presented at the EAC meeting on April 29.
 3. The college is working on space utilization with OVRP for lab spaces, especially for new hires.
 7. EAC Update – Travis. No report, EAC has not met.
6. **Old Business**
 7. **New Business (open floor)**
 1. Next Meeting: Thursday, May 19th from 2-3 pm