

## Engineering Staff Advisory Council Meeting

Thursday, July 14, 2022 @ 2 p.m. CST

Via Zoom (for accessibility)

### \*BEFORE MEETING

- Sent [By-laws](#) and ask members to review Duties of Officers
  - Encouraged councilors to review mission and goals
    - Explore/brainstorm some goals for the year
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Councilors: Brian Morelli, Andy Veit, Kristine Roggentien, Hillary Ramaker, Justine Hines, Alyssa Burks, Derek Ikoma

Advisors: Diane Fountain, April Tippet

1. **Call to order:** 2:05 p.m.
2. **Announcements**
  - a. Welcome new councilors
  - b. Roundtable introductions and ice-breaker question: What's one career you wish you could have?
3. **Liaison Committee Discussion**
  - a. Finance and Operations Update – April Tippet
    - End of fiscal year, preliminary close is July 14 for closing accounts; until Tuesday, July 19, for final close. ITS outage: Disc failure on June 30 impacted end of year close-out, forms, etc. Mostly restored now; data warehouse tables still being worked out.
    - Cathy Wilcox retired; transitioning staff in the Office of Student Financial Aid. April meeting with associate dean to award CoE scholarships via OFSA. Scholarship portal will archive July 19 and re-open in September with updated applications.
    - Operations: all but three building emergency action plans are complete. Last three are in final revisions. Now working with building coordinators for communications plan for those building occupants so they know what to do for building emergency situations.
    - Facilities review: John Milsap and April meeting with building coordinators in units about changes to building coordinator roles; will start meeting monthly in August with building coordinators to better communicate facility updates/outages, create communication protocols and share best practices.
    - Some terrazzo flooring is being re-done on 2<sup>nd</sup> floor lobby SC; tables moved. Padding added to tables and chairs to reduce damage to flooring. Flags in student commons are being updated to reflect incoming students, will also be dusted prior to students arrival as well as the dusting of the metal art ribbon outside 2040 SC
    - Window washing, looking for someone to wash outside of windows for Seamans Center and perhaps hydraulics facility by mid-August. Currently inquiries have not been very responsive.
  - b. HR Update – Diane Fountain

- Tuition asst program email went out. UI tuition asst portal timeframes are a little different than CoE's.
  - Vacation buyout program deadline is July 15.
  - New trainings from Organizational Effectiveness: Practical Applications for Supervisor Success, a 6 week training program.
  - Executive Leadership Academy for this fall will be put on hold due to staff turnover.
  - Looking at dates to hold staff longevity awards, Diane will work with HR
- c. DEI Council Update –
- We don't have a representative on ESAC for this; Diane is checking to see who can be our rep.
- d. UI Staff Council Update – Brian Morelli
- Brian will be the UI Staff Council rep for engineering; he is also on the communications subcommittee and co-chair of University Relations subcommittee.
  - Idea/question: Can we try to connect with other UI governance groups, with other colleges like Tippie, etc.?
  - At last UI Staff Council meeting, Kevin Kregel (provost) provided overview of UI's new strategic 5-year plan, which just began July 1. Vision: UI will be destination of first choice. Enrollment concerns were brought up; there is optimism about our enrollment, next year's numbers looking better.
  - There is a new Well-being Collaborative at the UI with six subcommittees on different focus areas on well-being. Goal is to make health and wellness a priority across campus.
  - As part of the Communications Subcommittee, Brian is looking for ways to improve two-way communications at the UI; if anyone has ideas for that contact Brian.
- e. EAC Update – Andy – none
4. **June Meeting Minutes**
- a. Edits and approval – Andy moved to approve; Brian second
5. **Budget Update – <<treasurer TBD>>**
- a. (Last year, FY 22' was \$7500.00)  
April indicated that \$7,000 is our budget for FY '23  
Andy submitted request for allocations; he will find budget he submitted. Andy to check with Katie Schnedler next week about most recent budget information.
6. **New business items for this agenda**
- a. Dean Nembhard's Vision for the College & Priorities ([Strategic Plan link](#))  
Andy will finalize plan for the year and review CoE goals to make sure we are in line.
- b. [Annual Plan and Performance Report](#) – review and comment by July 15
- d. Areas of interest of members
- i. Many expressed interest in helping wherever else help is needed, but specific areas mention included: Hillary: Community inclusion/events, bylaws, treasurer; Brian: comms/publicity, events; Kristine: comms/publicity, sustainability; Justine: greeting new staff, student engagement, events; Derek: Diversity and inclusion, wording in comms to

ensure inclusion; Alyssa: events and publicity; Bre (via email) events and sustainability.

e. Officer Nomination & Confirmation ([fill out this table](#))

Nominations were taken and approved via show of hands for each of the following positions:

i. President – Andy

ii. Vice President/President Elect – Brian

iii. Secretary – Kristine

iv. Treasurer – Hillary

Congrats to the new officers!

f. Discussion of Ad Hoc committees

i. We will not form these today – think about what you're interested in for next meeting

7. **Committee Staffing** – will be discussed next meeting

8. **Old Business**

a. Items for next monthly update email? (Brian) – Please send content or ideas to Brian for the next ESAC monthly email; new executive committee can be announced

b. Review [greeting process](#) of new CoE staff (Kristine) – postpone review of full process to next meeting, but Brian will greet Pradeep; Hillary to greet Paul

9. **Other New Business (open floor)**

a. Scheduling Monthly Meetings

i. In-person, Zoom, or a combination?

Think about it for next meeting

ii. Best times?

Kristine will send meeting invite based on calendar availability for next meeting.

10. **Adjourn 3:06**

**Next meeting**

Thursday, August 25, 2 to 3 p.m. [via Zoom](#)