Engineering Staff Advisory Council Agenda
Thursday, May 19 @ 2:00 PM CST
Via Zoom (for accessibility)

Attendees: Travis Greenlee, Michelle Reyes, Katie Schnedler, Kristine Roggentien, Brian Morelli, Andy Veit, Breanna Shea, Josh Lobb
Advisors: April Tippett, Cathy Koebrick
Guests: Alyssa Burks

1. Call to order
2. Announcements
   a. What is your least favorite chore to tackle in your household?
3. April meeting minutes
   a. Katie moved to approve, Kristine seconded the motion. Minutes were unanimously approved.
4. Committee Reports & New Business
   a. Engagement & Inclusion Committee: Bre provided update
      i. Staff appreciation treats (donuts, fruit) were delivered to units in the college yesterday to thank everyone for their work during the semester.
      ii. Planning a summer social event at Terry Trueblood in June, ESAC would cover food and boat rentals. Boat rentals are $15-20 per hour (could do a group boat rental), a shelter would be $48 per hour to reserve; may also cater food from Hy-Vee or elsewhere.
   b. Sustainability Committee (Bre)
      i. Promoted bike to work month
   c. Publicity & Greeting Committee (Kristine)
      i. Finalizing and printing an ESAC handout informational card, which Cathy will provide in bags for new staff members. Printing estimate is about $70.
   d. Executive Committee did not meet
   e. Bylaws/Policies & Procedures (Travis and Michelle)
      i. Bylaws: Michelle described the updates they are proposing to the bylaws, regarding duties of president and election of officers. Proposed changes include: the VP/president elect will assume duties as president as of July 1. The council will attempt to fill the other executive officer positions during July meeting (VP, secretary, treasurer); however, if we can’t fill them that soon and the council agrees via vote, we can postpone filling those positions one month. Duties of officers: President will participate in Engineering Advisory Council (EAC), which wasn’t specifically called out. President was designated as automatic chair of the Election Committee, but the president will no longer need to by default. The president may invite a different person to chair the Elections Cmt; if they can’t find one, then the president would need to be the chair. See tracked changes on
SharePoint for the proposed bylaws revisions: [ESAC by-laws proposed revisions 2022 May 19.pdf]

ii. College Excellence Awards: Michelle and Cathy discussed that the Research award is now handled by faculty awards committee; we need to address how this should be presented in the bylaws and how collegiate awards should be handled in the future. Will leave bylaws as-is for now.

f. Elections Committee:
   i. Push back the voting one week from originally planned. Voting will open on Tuesday, May 31 and closes that Friday, June 3. Ballots out for one week. Kristine is working with Jason to get email sent out, and then nominations will be open for one week prior to voting. Kristine to set up Qualtrics voting form.

g. Awards committee:
   i. Breanna Shea won an award, congrats!!

5. Liaison Committee Discussion
   a. University Staff Council – Brian Morelli:
      i. Future of Work: recommended full implementation July 1, it will get reviewed every year. Staff may need to fill out a work arrangement application each year (However, Cathy said later this may not be the case for CoE). Additional review will occur for out-of-state and international. Decisions will be local (dept/college level).
      ii. UI is planning to update phased retirement: maximum time frame is changing from 2 to 3 years
      iii. Elections for Staff Council: Brian has one more year on UI Staff Council. Brian will be on Executive Committee as secretary for the upcoming year. Jackie Kleppe from health care will be president.

b. DEI Council – Josh Lobb
   i. The last meeting of academic year was earlier this month, programming was wrapping up in April. Last week for filling out Campus Climate report; reminder to fill that out if you haven’t. Reflected on past year/wrap-up meeting.

c. Finance Update – April Tippett
   i. We are 6 weeks from end of fiscal year; budget team is busy
   ii. Salary planning system opens on Monday (May 23) to enter July 1 increases for faculty, staff, postdocs, graduate assistants and fellows that are on fiscal appointments
   iii. I-plan: Oracle cloud-based budgeting system, must have all funds budgeted for fiscal year 2023 and then the general education fund must be budgeted and balanced the first week in June
   iv. Budget Review Board meeting is tomorrow (May 20) afternoon, will get GEF budget for FY23 and then will work on budget allocations for units

d. Facilities Update – April Tippett
   i. The space survey is open, due June 30
ii. There are many space moves over the summer and renovations
iii. Some annual cleaning before students come back in August
iv. Continuing safety walkthroughs with Emergency Management at CoE buildings
v. Facilities review finished in spring; looking at action steps to define what College of Engineering facilities role is, what the building coordinator role is, developing some communications protocols to work with UI facilities management
e. HR Update – Cathy Koebrick
i. 1 staff member joined CoE since we last met (1 month ago); no one left
ii. Future of Work:
   1. Cathy has been having conversations with different leaders and admins regarding flexible work arrangements
   2. There is a committee meeting next week to update collegiate guidelines to be released in early June.
   3. Later in June, staff will submit flexible work arrangements to be effective July 1. Most will not need an annual review for CoE.
iii. Wellness:
   1. Encouraged participation in the Scavenger Hunt on Campus for liveWELL points: https://hr.uiowa.edu/livewell/campus-wellness-scavenger-hunt
   2. Resource to know about: University Livwell eldercare program to take care of aging family members: https://hr.uiowa.edu/well-being/family-services/elder-caregiving-resources
iv. Phased retirement: People can phase for 3 years instead of 2; optional incentive
f. EAC update:
   1. April Tippett provided overview of CoE facilities review; next steps outlined
   2. Cathy provided status update on HR hub initiative, to establish a transaction hub
   3. MarCom review: Jason gave update on CoE MarCom review, will implement recommendations this summer/fall
   4. New graduate and undergrad certificate program: Artificial Intelligence, Modeling, and Simulation (AIMS)

6. New Business
   a. None
7. Adjourned 2:53 p.m.

Next meeting
Thursday, June 16 @ 2 p.m. CST (Zoom)