

Engineering Staff Advisory Council Agenda

Thursday, June 16 @ 2:00 PM CST

Via Zoom (for accessibility)

Councilors: Travis Greenlee, Andy Veit, Brian Morelli, Katie Schnedler, Kristine Roggentien, Josh Lobb, Michelle Reyes

Advisors: Cathy Koebrick, April Tippet, Diane Fountain

Guest: Alyssa Burke

1. **Call to order** by Travis at 2:02pm
2. **Announcements**
 1. What is your favorite thing to do on a warm summer day?
3. **May Meeting Minutes**
 1. No questions or revisions offered. Michelle moved to approve, Travis seconded. Approval was unanimous.
4. **Committee Reports & New Business**
 1. Engagement & Inclusion committee – Kristine
Grill & Chill event this evening for staff, partners, friends, and families. Catered by A Guy and a Grill. Menu is chicken, beef, vegan patty, sides, peach cobbler. Since planning the event, UI has limited “risky” activities, including those on “open water” so ESAC cannot provide boat/board rentals during the event.
 2. Publicity & Greeting Committee – Brian
Will send newsletter out next week after the monthly meeting, will include elections results and photos from Grill & Chill event
 3. Sustainability - Did not meet
 4. Executive* - Did not meet
 5. Elections recap – Andy
UISC told Andy they do not facilitate elections for local councils. Kristine stepped up to prepare and administer Qualtrics survey for election. There will be four new councilors. Discussion about process for filling vacancies, which is in the bylaws.
 6. Bylaws/Policies & Procedures* - Michelle
Overview of bylaw changes that were first presented last month. There were no questions or comments about the proposed changes. Travis moved to vote, Michelle seconded. Approval was unanimous.
 7. Staff Awards*
5. **Liaison Committee Discussion**
 1. DEI Council Update – Josh Lobb
 2. University Staff Council- Brian Morelli
 1. Staff Council is soliciting ideas for topics to explore in the upcoming year. Email CoE org rep brian-morelli@uiowa.edu with [suggestions](#).

2. Incoming Staff Council President Jackie Kleppe identified staff well-being and staff engagement as priorities for the year.
 1. Working closely with the new UI well-being collaborative to address staff mental health, resiliency and overall well-being.
3. Bringing awareness of staff council initiatives, efforts and impact to the broader university and considering ways to engage more staff in the life of the institution be it through recognition, or through outreach or involvement in the institution or community. Budget Update – Katie Schnedler
 1. Review of current account balances for 505 and 420 accounts
 2. ESAC budget allocation will be coming from administration soon
5. Finance and Operations Update – April Tippet
 1. Salary setting application is complete for July 1 increases. Spreadsheets with final salaries and template letters from the COE have gone out to units.
 2. COE’s “all funds” budget was due to UI yesterday but was submitted on Monday. Includes all external funding, gift funding, all GEF, P3. Each funding source is budgeted for all revenue and expenses.
 3. Now in the “downhill slide” of fiscal year with just two weeks left until June 30. Reminder to not use p-card for anything you want charged to FY22. Can still use P-req or get reimbursed via e-voucher. Transactions must get through workflow by June 30, then the financial team has about one week to do prelim closeout, and final close is around July 18.
6. Operations Update – April
 1. Space survey is due June 30, Information gathered includes functional use, occupants, research activity/project (mfk) which helps with calculating the University F&A rate. Survey is done annually in conjunction with UI central admin. Have quite a few responses completed, with about 140 incomplete rooms of over 850 total rooms.
 2. There was a chilled water leak in IATL. Assessing damage. Moving occupants.
 3. Space moves happening in SC to prepare for incoming faculty hires.
 4. Installation of lockdown buttons as a result of safety walkthroughs scheduled for week of June 27th
 5. Removing carpet in 2nd floor lobby
 6. Window washing anticipated for first week in August at Seaman's Center. Also dusting of metal ribbon in 2nd floor lobby and flags in the student commons.

7. With the heat, there have been exterior concerns, especially locations where sidewalk is buckling; working with UI facilities management
 8. IHR sidewalk and underground issues being addressed with UI Facilities Management hoping to be completed ahead of the upcoming centennial celebration.
7. HR Update – Cathy Koebrick
 1. Cathy’s last day with UI is next Thursday
 2. Introduction of Diane Fountain, interim senior HR person for COE, about 25% effort. Diane said she is learning as much as she can before Cathy leaves, will do her best to fill Cathy’s shoes.
 3. New HR generalist Paul Oh is starting on Monday (to fill position previously held by Katie Voss). So COE HR team will be Diane, Paul, and Erin Foster-Hartley, who has been working with Hellecktra Orozco during with transition period. engr-hr@uiowa.edu is the best email to use during the transition.
 4. Staffing, three exits and no hires. In addition to Paul starting next week, there is a post-doc researcher converting to staff position.
 5. Transition for Awards process. Cathy is completing a detailed document. Staff longevity awards set to happen in the fall. A reminder to discuss and update staff awards in ESAC bylaws.
 6. Cathy will be sending an email to staff to provide information about requesting flexible work arrangements that would be effective from July 1. COE is not changing anything, but people do need to renew FWA for the coming FY. Going forward, COE seems to be heading toward not having annual renewal of FWAs.
 6. EAC Update – Travis
 1. Final meeting was held in June. Every unit gave their highlight reel and overview. Was a nice way to end the year.
 6. **Old Business** ESAC terms are ending for Travis, Katie, Josh, and Michelle
 7. **New Business (open floor) Recap**
 8. Travis moved to adjourn, Andy seconded. Meeting adjourned at 2:56 pm.