Engineering Staff Advisory Council Meeting Minutes

Thursday, August 25, 2022 @ 2 p.m. CST

Councilors: Brian Morelli, Hillary Ramaker, Justine Hines, Derek Ikoma, Kristine Roggentien

Advisors: April Tippett, Diane Fountain

1. Call to order: 2:05 pm

2. Announcements
   a. Get to know each other question: What’s your favorite Iowa City pizza?

3. July Meeting Minutes
   a. Hillary motioned to approve; Brian second

4. Liaison Committee Discussion
   a. Finance and Operations Update – April Tippett
      i. FY22 is closed out; reported last month and set for FY23 in budgeting system. Getting ready for making adjustments on budget team, first adjustments to come after census date enrollment is pulled. Revised revenue projections are provided at that time and sent to budget review board. They’ll have three weeks to look at those based on enrollment numbers.
      ii. Scholarships: Looking at scholarship opportunities based on updated donor intents. Partnering with UI Billing, Financial Aid, and ITS to make enhancements to Center for Advancement software update for scholarship portal, tentatively planned for Sept. 6. Scholarship planning meetings are starting in October. Applications for incoming and returning students will close January 1.
      iii. Survey season starts in September. The ASEE profile survey opens Sept. 6: contains information on enrollment, degrees conferred, faculty, resources, student organizations, etc. Due end of fall semester. US News and World Report survey also starts in Fall semester.
      iv. Student events: A scavenger hunt was held last Friday (Aug. 19) for students, organized by the dean’s office. Socks were handed out, which were a huge hit. Alyssa and April did a walkthrough to prep for the Engineering Welcome fair next Wednesday (Aug. 31), to be held outside.
      v. Window washing was delayed and is now set to take place next week Monday and Tuesday (Aug. 29 or 30).
      vi. Some objects in building are mysteriously moving now that students are back (not to point fingers). A potted plant took a fun elevator ride. Keep an eye out for other wayward items.
      vii. Space utilization: working with space planning for some more space resources on main campus, as we are running out of options.

   b. HR Update – Diane Fountain
      i. Union certification election process taking place (every 2 years), HR reps are involved in ensuring communications for these elections.
      ii. CoE Staff Longevity Awards will be held Tuesday, Sept 20, from 3 to 5 p.m. on Rooftop Terrace, Seamans Center, in-person only. More details to come.
      iii. 2022 Influenza Vaccine Campaign will be starting in early September: Vaccines provided free of charge to faculty and staff (50% or more time). More details to come.
      iv. Several open positions are posted on the jobs site: HR Generalist (75% time), Administrative Services Coordinator/Assistant to the Associate Deans (75% time), Pre- and Post-Award Research Specialists (two positions), Graduate Coordinator/Academic Program Specialist. The Director of Research Admin position was deemed a failed search, so that team reassessed their needs and posted the two pre- and post-award positions.
c. **DEI Council Update**
   April indicated there has not been a meeting yet this year, so still TBD on our representative

d. **UI Staff Council Update – Brian Morelli**
   i. Been working on goal setting
   ii. A new initiative called ‘Campus Explored’ will allow any faculty and staff to sign up for tours of various locations around campus on Oct. 11 and Nov. 2. NADS and ITI are among the tours offered. Attendance may be capped at some locations; sign-up will be through My Training. More details to come.
   iii. Wellbeing campus initiative is in planning. There are 6 subcommittees on different topics (mental health, etc.). Various events and wellness opportunities will occur throughout the year; stay tuned for those.

e. **EAC Update – April**
   i. The EAC retreat was Aug. 2, with World Café style discussions, where they discussed goals related to the Strategic Plan, such as building community and inclusion. They talked about how to increase industry partnerships, with a faculty panel discussing how to bridge collaborations with industry for both faculty and students. Uday, Sarah, Nicole, and April were hosts to gather perspectives; April thought the World Café style made for a more engaging process to gather feedback, instead of a standard meeting.
   ii. Next EAC meeting will be Sept. 14.

5. **Budget Update – Hillary**
   a. April allocated money out to MFK: $7K to ESAC for the year
   b. Staff hours are budgeted for (which makes up the bulk of our money). That leaves us a little over 2K to use. We’d like to budget some plans for the year for committees. **To do:** Each committee, talk about your strategic initiative(s) that might have a budget associated with them by the next ESAC meeting. Engagement & Inclusion and the Publicity & Greeting committees are most likely to need funds, but for any committee, please come with a budget request to the next ESAC meeting, if you have one.

6. **New business items for this agenda**
   a. Staffing for committees
      i. See the table of committee members that were discussed: https://iowa.sharepoint.com/:w/r/sites/ESAC/Shared%20Documents/2022-2023/ESAC%20FY23%20Committees.docx?d=wb286b8883f2e49dd96b9b98c72037eea&csf=1&web=1&e=eGA4Ty
      ii. For those council members not in attendance, please add your name to the committee(s) you’d like to join, or other feedback you have.
   b. **To do:** Each committee to meet in the next month to discuss ideas, goals, plans, and budget needs for the year.

7. **Old Business**
   a. Items for next monthly update email were discussed, for Brian to send out
   b. New staff greeting – Brian to greet Pradeep

8. **Other New Business (open floor)**
   a. Scheduling Monthly Meetings
      i. We decided to do an in-person meeting in October and an in-person in the spring; the rest would be Zoom meetings
      ii. Kristine will schedule September meeting as a Zoom meeting and October meeting as an in-person meeting.

9. **Adjourn 3:02**
Next meeting

TBD