

Engineering Staff Advisory Council Meeting - Minutes

Thursday, Sept. 22, 2022, 3 p.m. central

Councilors: Andy Veit, Kristine Roggentien, Hillary Ramaker, Justine Hines, Alyssa Burks, Derek Ikoma

Advisors: April Tippet, Diane Fountain

1. Call to order: 3:05

2. Announcements

- a. Get to know each other question: Tell me about your longest running friendship?

3. August Meeting Minutes

- a. [Link](#) – Hillary approved, Justine second

4. Liaison Committee Discussion

a. Finance and Operations Update – April Tippet

- i. Revised revenue projects due Sept 30 to budget office
- ii. Statement of cash balances predictions due to provost office Oct. 14, an annual request
- iii. The scholarship portal opened for undergrad engineering scholarships Sept. 6. An email was sent to all undergrad students to encourage them to apply. Deadline is Jan. 1. Next week, April is attending engineering first-year seminar sessions to talk to students about it. Incoming first-year awards will start being awarded in October.
- iv. Dean Nembhard is asking DEOs and EAC to participate in tours for prospective students ahead of Advisory Board visit. Departments that have lab spruce up requests will provide information to dean's office. Looking to spruce up tour routes which could include creating banners/displays for some tour locations.
- v. John Millsap (CoE facilities director) and April have restarted their walking meetings to check wayfinding signage, AEDs, making sure compliances being handled, document project progress, etc.
- vi. John and April have held a couple meetings with CoE building coordinators; now working on draft communications protocols. Awaiting feedback from building coordinators.
- vii. Looking at replacing some of the aged AEDs. They will be replaced with both an AED and a Stop the Bleed kit.

b. HR Update – Diane Fountain

- i. Union certification election process taking place: Oct 25 next round
- ii. Working at Iowa surveys coming out this fall; will need ambassadors to promote taking the survey
- iii. CoE Longevity Awards Ceremony were earlier this week and went well!
- iv. Five faculty searches are going on now: working on getting those posted
- v. Rolled out the "Discover Your University" tours Oct. 11 and Nov. 2:
<https://hr.uiowa.edu/administrative-services/current-initiatives/discover-your-university>
 - 1. Open to faculty and staff, considered a work activity for up to 2 visits per employee. Supervisor approval required. Sign up through My Training.
- vi. A couple more new trainings from Health and Wellness, encourage everyone to take:
 - 1. Kognito training on mental health and suicide prevention:
<https://mentalhealth.uiowa.edu/kognito>
 - 2. Cultivating inclusive communities: <https://diversity.uiowa.edu/programs/training-programs/cultivating-inclusive-communities>
 - 3. Trainings have gotten good reviews, use avatars.

vii. Status of open positions:

1. HR generalist position is still open.
2. Administrative Services Coordinator/Assistant to the Associate Deans: finished interviews and may make an offer soon
3. Graduate Coordinator/Academic Program Specialist: Re-posting this under a different classification
4. Pre- and Post-Award Research Specialists (two positions): Now in the process of checking references.

c. **DEI Council Update**

Sarah Vigmostad emailed Andy looking for a representative from ESAC; do we have a volunteer?

- i. Brian volunteered

d. **UI Staff Council Update – Brian Morelli**

- i. Discover Your University webpage, encouraging units to go together as groups
 1. Supervisors should encourage their staff to make time to attend (see more details in Diane's update above)
 2. We'll include in the next ESAC newsletter to promote
- ii. 2nd day of this on Nov. 2 overlaps with Wellness Fair
- iii. Kognito: <https://hr.uiowa.edu/SUICIDE-PREVENTION>

e. **EAC Update –**

5. **Budget Update – Hillary**

- a. \$546 staff hours

6. **New business items for this agenda**

a. Subcommittee updates

i. Executive Committee – Andy

1. Did not meet – he will set up a standing monthly meeting

ii. Bylaws – Kristine

1. Proposed edits – Kristine will send out changes to bylaws
2. Robert's Rules of Order – Hillary
 - a. Review "rules of motion" at <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>
 - b. We use for: opening, voting on minutes, changes to bylaws, approving a budget, major changes to budget, and then adjourning meeting

iii. Elections – Brian

1. Did not meet

iv. Staff Awards – Andy

1. Did not meet

v. Publicity and Greeting – Kristine

1. Roles and responsibilities of committee members:
 - a. Monthly ESAC newsletter: Alyssa
 - b. Website updates: Kristine
 - c. Greetings process for new staff: Justine
2. Reviewed process for greeting new staff members; [see process here](#)
3. Items for next newsletter? – campus tours (Hillary and Kristine to provide), longevity award winners; Working at Iowa survey; new training links (Brian will send wording)

vi. Engagement and Inclusion – They will meet next week and decide who is chair

vii. Sustainability – co-chair Brian and Hillary

Two ideas for the year they've come up with:

1. Monarch Waystation: create a pollinator zone for monarch butterflies outside Seamans Center, would work with UI Office of Sustainability and landscaping; they identified two areas where it could potentially go, between SC and College of Education, or a smaller area near the bike racks—would involve planting milkweed seeds. Other pollinator zones are listed at: <https://sustainability.uiowa.edu/pollinator-gardens>
Might also be able to get money from UI Staff Council for this.
2. Alternative Transportation Breakfast – with Bike to Work Week: How do we make a breakfast more inclusive for those who can't bike to work? Encourage other modes to get to work: walk, bus, carpooling/ridesharing, etc. Do we do it separately or with the university's Bike to Work? Provide breakfast burritos at a table outside SC? Maybe partner with Transportation Office about promoting alternative transportation options and the "Unpark yourself" initiative: <https://transportation.uiowa.edu/alternative-transportation>. Decided to tentatively plan for the week of May 19. Brian will start planning.

7. Old Business

- a. none

8. Other New Business (open floor)

- a. none

9. Adjourn: 4:09

Next meeting

Wednesday, Oct. 19, 3 to 4 p.m., in-person in SC4602 if possible (or [Zoom](#))