

Engineering Staff Advisory Council Meeting – Agenda

Wednesday, Oct. 19, 2022, 3 p.m. SC4602 or Zoom

Councilors: Kristine, Hillary, Andy, Derek, Justine

Advisors: Diane, April

- 1. Call to order:** 3:10 p.m.
- 2. September Meeting Minutes**
 - a. approved
- 3. Liaison Committee Discussion**
 - a. **Finance and Operations Update – April Tippet**
 - i. April attended first-year seminars to talk about scholarships for undergrads for the 23-24 academic year. CoE incoming student awarding starts the week of Oct. 24; for returning students, departments and college awarding starts in January. Recipients are writing thank you letters now for current year scholarships.
 - ii. Finance: Budget Review Board is Oct. 21 with the council of deans; change in schedules will be reviewed.
 - iii. Kicking off survey season: ASEE college of surveys opened up partially; the remainder opens Nov. 1. US News & world Report opens in November. The faculty salary survey is also coming up through ASEE.
 - iv. BI Reports. April just finished the Strategic Plan dashboard; shows the pillars of the Strategic Plan; April will present the dashboard to Advisory Board. Jon Ryan and April are working on revision to the faculty activity reports (a re-write) and additional reports for the Engineering Student Success Team.
 - v. Facilities: new wayfinding signage has been placed in Seamans Center to help people locate the Engineering Admissions Office. They've started on lab spruce-up requests, and some space utilization moves will happen over winter break. CoE will meet with campus space planning in November to talk about the 10-year master plan. Ordered next round of wayfinding signage and have started walking tours with John outside of SC to check facilities.
 - b. **HR Update – Diane Fountain**
 - i. Encourage everyone to complete their Working at Iowa survey: takes less than 5 minutes
 - ii. The UI Health and Wellness fair is Nov 2 from 7:30 a.m. to 2 p.m. at the Field House Main Deck
 - iii. The next round of the Discover Your University tours/events will be on Nov. 2 - encourage participation
 - iv. Staffing updates:
 1. Admin services coordinator for dean's office started Tuesday, Oct 18, Jane Kirsh
 2. HR generalist has been identified, starting in the next 2-3 weeks

3. Graduate coordinator position: moving forward on interviews soon
4. Research support positions (2):
 - a. Pre-Award Research Manager and Senior Account positions were posted on 10/21/22.
5. The department admin in ECE has left – will hire to replace them

c. **DEI Council Update-**

- i. No update yet – first meeting is coming up on Oct. 21

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

Staff Council met on Oct. 12. Highlights include:

- i. Completion of the Working at Iowa Survey (check your email for personal link to the survey).
- ii. Seeking nominations for the Improving Our Workplace Award (I.O.W.A.) targeting someone making a positive difference in the workplace (Nov. 1 deadline).
- iii. Highlighting the Iowa Grow (Guided Reflection on Work) model for nurturing student workers so a job is more meaningful than transactional. Supervisors can have short conversations asking these questions:
 - How is this job fitting in with your academics?
 - What are you learning here that's helping you in school?
 - What are you learning in class that you can apply here at work?
 - Can you give me a couple of examples of things you've learned here that you think you will use in your chosen profession?
- iv. Staff Council and HR are selecting a different topic each month as part of a yearlong effort to promote wellness. This month's focus is nutrition. UI offers a number of resources including free health coaching, lifestyle prevention programs, National Diabetes Prevention Program, Wellness Challenge Programs, and liveWELL trainings. Learn more about the program at the nutrition website.
- v. Staff Council received extended information about the UI Food Pantry in the IMU. The pantry is seeing substantially more demand and is struggling to keep up. UI staff are encouraged to help in two ways:
 - Donation: <https://imu.uiowa.edu/imu-services/food-pantry/donate>
 - Volunteer: <http://imu.uiowa.edu/imu-services/food-pantry/volunteer>
- vi. Brian Morelli is the organization representative to the Staff Council for the College of Engineering. Brian can be reached at brian-morelli@uiowa.edu for suggested topics to bring to Staff Council or questions.

e. **EAC Update – Andy**

- i. Dean Nembhard presented plan for State of College Address. Andy will be involved in that.
- ii. Discussed P3 grants, letters of intent are due end of October. Last year staff could not apply; at NADS, staff researchers had applied but found out they were not eligible. Andy will speak with Uday to see if staff researchers can apply. Brian had heard through UI Staff Council that staff are eligible; all P3 funding

goes through Uday, but April confirmed that the CoE does not have a separate policy from the UI.

- iii. Uday reviewed the Committee for Faculty and Staff Excellence Awards. There are no staff on the committee as presented. In addition, ESAC has a history of evaluating the Staff Excellence Award for Research nominees, but a formal process for doing so has not been established. Andy to reach out to research staff for input on this issue.
- iv. The Office of the Provost is employing Academic Analytics (AA) software as a part of a University-wide effort to promote faculty nominations and applications for external awards. The Provost's office will be sending faculty alerts on award deadlines and suitability.
- v. Uday reported on status of searches for pre- and post- award support personnel. They are broadening the search criteria to attract a wider pool of candidates. The goal remains to ensure all faculty, staff, and students have adequate research administration support.
- vi. Dean Nembhard presented a Campaign Update. Currently in the 'Silent' phase, with the 'Public' phase to start in Fall 2023. Polling among top 50 donors is 90% very positive or positive towards the UI. Our reputation is 87% excellent or good within Iowa and 59% at the national level. Donors believe the themes of Research and Discovery, Health and Wellness, and Community are central to UI's identity. The COE's priorities remain:
 - 1. Recruit and retain world-class faculty
 - 2. Recruit and support an outstanding PhD student body
 - 3. Distinguish and quantify the 'Iowa Engineering Experience'

4. Budget Update – Hillary

- a. Staff hours were charged, the only charges so far. We'll keep tabs on budget as year progresses; we have money to spend on events.

5. New business items for this agenda

- a. Subcommittee updates
 - i. Executive Committee – Andy
 - 1. P3 discussion (see above)
 - 2. Ideas for events
 - 3. Staff Awards (see below)
 - ii. Bylaws – Kristine
 - 1. [Proposed edits](#) from last month – approved
 - iii. Elections – Brian
 - 1. Did not meet
 - iv. Staff Awards – Andy
 - 1. Awards: providing opportunities for young faculty and research staff to get them involved in committees at conferences and national organizations.
 - 2. Faculty and staff awards within the college: the Staff Research Award is awarded by the awards council that is made up of all faculty; no staff

are on that committee. We would like to have a research staff member on that committee, instead of creating a new process within ESAC to decide the winner.

v. Publicity and Greeting – Kristine

1. Justine has greeted Jane Kirsh; we're caught up on new staff greetings

vi. Engagement and Inclusion – Derek

1. Scale the Discover Your University for CoE, or create a new employee walk-through to understand what's going on at CoE
2. March Madness: creating a bracket for the CoE and a grand prize for the winner, like a signed basketball from the women's basketball team. Viewing of a game during spring break; two engineering students are women's basketball players.
3. Dip contest (similar to a chili contest)
4. December: ugly sweater contest at Foundry
5. Donut distribution at end of semester
6. Donation drive for QT closet, LGBTQ effort for people who are transitioning to find clothing that fits them

vii. Sustainability – co-chair Brian and Hillary

1. Sustainability events would be in the spring, so spread out/coordinate timing of events with engagement committee. Alternative transportation week and butterfly garden would both in spring/early summer.

6. Old Business

7. Other New Business (open floor)

8. Adjourn 4:18 p.m.

Next meeting

TBD