

## **Engineering Staff Advisory Council Meeting – Minutes**

Friday, Nov. 18, 2022, 3 p.m., Zoom

Councilors: Brian, Hillary, Kristine, Justine, Alyssa

Advisors: April, Diane

1. **Call to order: 3:02**
2. **October Meeting Minutes ([link](#))**
  - a. Approved
3. **Liaison Committee Discussion**
  - a. **Finance and Operations Update – April Tippet**
    - i. **Financial:**
      1. Scholarships: in process of continuing to award incoming student scholarships.
      2. ASEE profile of schools and US News & World Report graduate schools surveys are both live for data entry.
    - ii. **Operations:**
      1. Making upgrades throughout SC as part of prospective student tour routes. Some upgrades include:
        - a. updated lighting in BME teaching labs on 1 West
        - b. Some painting to go on next week to get rid of maroon walls
        - c. Getting quotes on some new flooring in some labs
        - d. MarCom team looking into pop-up banners and videos to help student ambassadors speak to what goes on in labs for prospective student tour groups
      2. CoE building coordinators last week: AEDs are being added or replaced in all buildings, about five per year; each time a new AED is added, a Stop the Bleed kit will also be added with the AED unit. It is intended that Bruce McAvoy will provide training to college faculty and staff around the same time.
      3. John and April finishing list of wayfinding signage to be placed in SC: 6-8 week lead time for new interior wayfinding
      4. NADS has received Board of Regents approval to change their name to Driving Safety Research Institute (DSRI). Request has been submitted to get a new signage (along the road). The NADS building is also currently undergoing parking lot and exterior lighting updates in November, expected to be done December.
  - b. **HR Update – Diane Fountain**
    - i. Amy Mattix started last week, new HR generalist, who is primarily supporting HR transaction hub, streamlines transactions to input information. She is in 3016B

next to Josh Lobb, near grad hub lounge area, introduce yourself if you get the chance.

- ii. The HR team is reviewing processes for faculty and staff recruitment
- iii. Tuition assistance program opened Nov. 11 and closes Dec. 15 for anyone interested in that.
- iv. Changes in staffing:
  - 1. Academic/Graduate program coordinator: Hillary moving into that role
  - 2. ISE Department admin position will be posted
    - a. Laura Vasser will help out in the meantime
  - 3. ECE dept admin position is also posted
- v. Diane is working with UI HR on a process to identify which staff members have completed different trainings (such as BUILD certificate, AED training, etc.), to make those reportable
- vi. Diane said Dean Nembhard had mentioned wanting to a holiday gathering for all of CoE – would there be ways to partner with ESAC? Events committee had talked about doing an end of the year holiday party; was thinking about doing it at Foundry off-campus, but we would be open to collaborating on a joint event. Diane and Jill are meeting on Monday to talk more.

**c. DEI Council Update - Brian**

- i. They've had two meetings so far.
- ii. Initial discussions on how to incorporate DEI into curriculum and classes, no decisions yet
- iii. Encourage people to take Cultivating Inclusive Communities training, part of Kognito series, interactive simulation where you decide how to respond, about 20 minutes long
- iv. November is Native American Heritage Month – a Truthsgiving presentation on Nov. 24, Celebration of Native American Women event on Nov. 28

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

- i. Supervisor training is being updated with new content, with additional focus on mental health and DEI.
- ii. Wellness initiative: discussed different ways that staff members can do a wellness project, there are grants to apply for
- iii. United Way: Pres. Wilson is pushing to have a larger participation rate in United Way. You can donate through Self Service, under Time & Pay, Giving.
- iv. There is a group on campus doing a petition to have a house for people with disabilities.
- v. Brian will send out Staff Council email to CoE prior to UI Staff Council meetings with agenda

**e. EAC Update – Andy (provided notes)**

- i. Jennifer Fiegel has been doing weekly challenges and activities in her dept to improve work climate, she is inaugural dean's fellow
- ii. Andy gave update on ESAC activities for the year

- iii. EFC gave update on their activities for the year
- iv. Next meeting in Dec.

#### **4. Budget Update – Hillary**

- a. October only expense was staff hours
- b. We have about \$2100 for events

#### **5. New business items for this agenda**

- a. Subcommittee updates
  - i. Executive Committee – Brian
    - 1. Prepped Andy for the EAC meeting
    - 2. We are looking to survey staff in the college about engagement, now that we are post-pandemic and more spread out; would be after the Working at Iowa results came out. Mark Follencamp <sp?> is staff council president for CLAS—they recently did a staff engagement series of focus groups with an external consultant, maybe check with him how that went, see what questions they asked, etc.
  - ii. Bylaws – Kristine
    - 1. New changes that were approved at the last meeting are updated and on the website
  - iii. Elections – Brian
    - 1. None
  - iv. Staff Awards – Andy
    - 1. None
  - v. Publicity and Greeting – Kristine
    - 1. New staff? Justine contacted Amy Maddox
    - 2. Items for next newsletter? Include HR announcements from Diane, and we may time the next newsletter to go out once we have details about the Holiday event
  - vi. Engagement and Inclusion –
    - 1. Nov/Dec events: combine food drive with holiday party, ask folks to bring food to donate to the on-campus food pantry.
      - a. Talked about an Ugly Sweater Contest at Holiday Party, may partner with Dean's gathering
      - b. Work with 3D print club to organize and make prizes for Holiday Party
      - c. April mentioned that another group – Adam Gill – is setting out a food donation box the week after Thanksgiving, Alyssa to coordinate with them
    - 2. Event ideas for next semester:
      - a. Jan: Donuts to thank staff
      - b. Feb: donate to Queer/Trans (QT) closet, for students to find clothes that fit and match their gender identity.

- c. March: college-wide March madness bracket, with watch parties
    - d. May: UnPark Yourself event to encourage other modes of transportation
  - vii. Sustainability – co-chair Brian and Hillary
    - 1. Monarch Waystation: Committee will meet with April to engage with UI Landscaping to figure out locations and cost. Check with Andy Dahl, arborist
    - 2. UnPark Yourself/Alternative Transportation Pit Stop outside SC to use other forms of transportation (bike, bus, vanpool), with free food. Brian reached out to UI Police and Parking/Transportation to participate. May work with HyVee to get burritos, fruit, etc.
- 6. **Old Business**
  - a. None
- 7. **Other New Business (open floor)**
  - a. None
- 8. **Adjourn 3:56**

**Next meeting**

Thursday, Dec. 15, 2 p.m., Zoom