

Engineering Staff Advisory Council Meeting – Minutes

Thursday, Dec. 15, 2022, 2 p.m., Zoom

Councilors: Andy, Kristine, Alyssa, Derek, Brian, Breanna, Hillary, Justine

Advisors: Diane, April

Guests: Amy Mattix, Jane Kirsch

1. **Call to order:** 2:02
2. **November Meeting Minutes ([link](#))**
 - a. Approved
3. **Liaison Committee Discussion**
 - a. **Finance and Operations Update – April Tippet**
 - i. **Financial:**
 1. End of calendar year: last minute donor gifts make this a busy time of year, working with Center for Advancement for those gifts; contact April if you get contacted about someone wanting to donate
 2. Students have until Jan. 1 to apply for scholarships (undergraduate)
 3. Budget team has training for staff who use the scholarship portal on Tuesday the 20th. Departments have from Jan. 2 to Jan. 25 to recommend departmental scholarship awards, and from Jan. 25 until late Feb/early March to go through and decide about the remaining award money
 4. Mid-year financial reviews coming up for department administrators.
 5. Officially kicked off today (Dec. 15) an internal audit for the Driving Safety Research Institute (formerly NADS): focuses on billing for miniSim, grant funding spending, effort reporting, research data, physical access to facility & controlled substances, I.T. access/security; anticipated that field work will end in late January/early February.
 - ii. **Operations:**
 1. Winter break will be busy with project work: painting updates (maroon walls in SC are being repainted); Design for Manufacturing Lab will have some flooring work, painting, and potentially new ceiling tiles. Space moves: Hanson Center relocating within SC. Some other lab space projects updating fume hoods, etc.
 2. Research Admin: hired a new senior accountant (Holly Webb Garringer) who will be doing primarily post-award research administration. In the final stages of hiring someone for the pre-award research admin position. April and Uday are about ready to relaunch the Research Admin portion of the engineering website. The new webpage will have a welcome landing page and 'meet the staff' information, links to

various resources including funding opportunities, proposal development, award management resources, etc.

3. The question was asked if April was the correct contact person for the new dean search. April answered that the Provost Office will handle the search for the new dean.

b. HR Update – Diane Fountain

- i. Holiday Party was today (Dec. 15), very successful. Thanks to ESAC members who helped.
- ii. Focusing on HR transaction hub to streamline HR processes. In the next 6 weeks they hope to transition everything to this new hub. It will include request forms for various requests, such as hiring students.
- iii. Performance review period; Jan. 1 we'll start to think about performance reviews. Diane will be putting together supervisor training on how to do effective performance reviews. For staff who do a flexible work arrangement, there will be special language or new questions to use for reviews.
- iv. After that, the HR team will focus on the onboarding process: How can the HR team enhance the onboarding process?
- v. Reminder: Everyone's January paycheck will be on Jan. 3.
- vi. Harassment prevention training will be a new vendor starting in January. If yours is partially completed when this switchover happens, you'll need to start over with the new training.
- vii. This is the final day for medallion days for DEI Safe Zones or BUILD certificate. We're working through a process with University HR to identify staff who have completed their BUILD certificates.
- viii. DEI Council: we'll be sending out information about Cultivating Inclusive Communities to encourage all departments to complete training, will be in the next ESAC newsletter
- ix. Climate surveys are coming out the week of Jan. 23, and then senior HR directors will get results on their own units.

c. DEI Council Update – Brian

- i. Ditto what Diane said: Cultivating Inclusive Communities, a great interactive training with "choose your own" responses

d. UI Staff Council Update – Brian

- i. From HR got some challenges for recruitment and retention: Merit employees recent received raises because there was more turnover with merit. For people applying, you can now use the same application for multiple jobs. For certain positions, they're expanding the dual career services for people moving here with a partner who is also looking for a job.
- ii. Gary Barta from athletics was there:

1. They've started selling alcohol in stadiums, they've started seeing fewer incidents around and in the stadiums related to alcohol. \$1M in revenue from alcohol sales, which goes to [Alcohol Reduction Plan](#).
- iii. Campus Ombudsperson reminded staff they can come to them to work through issues in the workplace, all confidential.
- iv. Wellness topic for the month: gratitude. [Grateful Hawks website](#) gives you ways to show gratitude. A gratitude journal can be obtained from UI LiveWell.
- v. Brian started to send out a direct email to CoE staff for UI Staff Council updates, got a couple new attendees
- vi. Dec. 21 is the Staff Appreciation Men's Basketball game: tickets start \$7
- vii. Encourage staff to nominate for the various recognition awards and reach out to the supervisors of those you want to recognize. Staff often say they don't feel like they get recognized. Staff Council Awards are accepting nominations through January 13, 2023: <https://staff-council.uiowa.edu/about-staff-council/staff-council-awards>

e. **EAC Update – Andy**

- i. No EAC meeting this month; no updates

4. Budget Update – Hillary

- a. Budgeting on average about \$400 per month on staff hours; we have money to spend on events

5. New business items for this agenda

a. Subcommittee updates

- i. Executive Committee – Andy
 1. None
- ii. Bylaws – Kristine
 1. None
- iii. Elections – Brian
 1. None
- iv. Staff Awards – Andy
 1. In the spring: Andy will review the process and set up a meeting soon
- v. Engagement and Inclusion –
 1. Scheduling an event in January for welcome back after the holidays. Talking about a happy hour
 2. Sweet treat (donuts) or “start the semester popping” (with popcorn)
 3. February: donations for the QT Closet program, for people who are in transition, queer, or non-binary finding professional clothes
- vi. Sustainability – co-chair Brian and Hillary
 1. Pollinator Garden: they'll meet with April to discuss
 2. May event: UnPark Yourself, Brian following up with police and parking
- vii. Publicity and Greeting – Kristine
 1. New staff?

- a. Greetings: Amy Mattix and Jane Kirsch joined the call, new staff who Justine 'greeted'. Amy is an HR generalist. Jane Kirsch is in dean's office organizing graduations, and she is planning the Research Open House in April; works M-F 9-3.
- b. And Holly Webb Garringer is new in SC, senior accountant in engineering admin, Justine met with her on Tuesday

2. Items for next newsletter?

- a. Cultivating Inclusive Communities information from Brian
- b. Encouraging staff recognition for Staff Council Awards:
<https://staff-council.uiowa.edu/about-staff-council/staff-council-awards>

6. Old Business

- a. none

7. Other New Business (open floor)

- a. none

8. Adjourn 2:48

Next meeting

Tuesday, Jan. 24, 1:30 to 2:30 p.m., on Zoom