

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

Tuesday, Jan. 24, 1:30 p.m., Zoom

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

Advisors: Diane, April

- 1. Call to order:** 1:32 p.m.
- 2. December Meeting Minutes**
  - a. approved
- 3. Liaison Committee Discussion**
  - a. **Finance and Operations Update – April Tippet**
    - i. **Financial:**
      1. The scholarship portal is closed for undergrad scholarship applications; All first-year scholarship awards need to be in by Feb. 3, so that financial aid offer letters can be generated. Departments have to complete their recommendations to the college by Jan. 25. The college committee will then start awarding non department scholarships after that. The goal is to have all undergraduate scholarships awarded prior to spring break for the next academic year.
      2. CEA Winter projections will open after the spring semester census data is updated (10<sup>th</sup> day of classes). April will provide the revised tuition revenue projections revised student financial aid projections, revised indirect cost recoveries projections. The budget review meeting is scheduled for late February/early March.
      3. CoE Budget team is starting planning for FY24, getting budget request templates ready. The admin unit budget request templates are going out this week; ESAC will get one (Andy); we'll need to submit that by March 31 for FY24 budget requests. For research centers/institutes, those budget request templated are planned to be sent on Monday. In February, the FY24 workforce planning and prioritization to all units. The requests to carry forward general education funds will also be sent in February. In addition to what the CoE Budget Team has been working on, they just met with the UI budget office to go through the I-Plan budgeting system settings for FY24.
    - ii. **Operations:**
      1. They completed some facilities projects over winter break, there is no longer a red elevator—all red/maroon painting is gone.
      2. Other projects are planned for spring break. All winter projects were completed.
      3. Starting more project work this spring in certain areas throughout the college.

4. Working with CLAS and VPR for space utilization in chemistry building and IATL.
5. Dean Nembhard will present the College of Engineering facilities master plan at the February 20<sup>th</sup> Council of Deans meeting. Each dean will present on their master plan that was submitted in December to Joe Bilotta. Master Plan included needs for research, infrastructure, expansions, etc.
6. Working with Brian, Brea, and Hillary for monarch garden plan to establish some pre-approved sites.
7. Wayfinding signage will be updated this spring/summer.

**b. HR Update – Diane Fountain**

- i. Annual performance review process: March 31 is the deadline for P&S staff to get those done. Staff member has to initiate the process. There is a new section this year for employees who have a flexible work arrangement (FWA). Supervisors will answer a question if the FWA will continue to move forward. You don't need to have an 'end date' if you foresee the arrangement being ongoing, but you should put in a 'review date' for the next time it should be reviewed. Diane will hold a session on best practices for reviews and competency ratings, etc.
- ii. Faculty searches are occurring now for four departments. End of next week we'll start having some candidates on campus.
- iii. The university is working on a systematic exit survey, which they anticipate to be ready in May. It will complement the exit interview process in CoE.
- iv. Moving forward, people who are 100% remote will need to fill out a residency attestation on an annual basis.

**c. DEI Council Update – Brian**

- i. Celebration of MLK on Jan. 25 from 3 to 4:30 in 1505 SC, co-organized by CoE and Math Dept; discussion topic is social responsibility in STEM
- ii. This is Unity Week: they are looking for stories of unity, will have stories and videos compiled. <https://diversity.uiowa.edu/Unity>

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

- i. Received mid-year update on progress report. One focus of staff council this year is health and wellness. Reminder to take your personal health assessment. Monthly wellness updates from liveWell committee: latest about setting goals for the year.
- ii. 2<sup>nd</sup> priority area is staff engagement: they're trying to get more people recognized for awards. We had some discussion and brainstorming about how to increase number of nominations, such as having a more general award, incentives, changing some criteria, or finding champions in different areas to encourage.

- iii. Some Staff Council members will volunteer for Dance Marathon; they're looking for more volunteers. Link for Dance Marathon opportunities to volunteer and donate: <https://dancemarathon.uiowa.edu/>

#### **4. Budget Update – Hillary**

- a. We had regular staff hours spent, and expense for the popcorn event. We have \$2700 left to spend on events through the end of the fiscal year, for both engagement committee and sustainability committee.

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

- a. Subcommittee updates
  - i. Staff Awards – Andy
    - 1. “Thank a Staff Member” program: it went away during covid, discussion about bringing it back. Looks like ESAC used to manage it with HR’s partnership. An easy way to let someone know they did a great job. In the past, recipients got an Iowa branded notebook and card from the dean. Ideas: to give swag that we already have, or order new with Jason’s orders, or [‘thank you’ chocolate bar](#) or bag of microwave popcorn? Avoid gift cards because they have a monetary value that would need to be reported. Andy will form a committee to do this or use Staff Awards committee.
  - ii. Engagement and Inclusion – Derek
    - 1. Update on events: popcorn appreciation event was held at beginning of semester
    - 2. Kickstarter social hour event was held at the Foundry
    - 3. February: will hold a QT closet donation drive. Thought about having a small pride or trans flag as a thank you for those who donate.
    - 4. Planning a March Madness bracket with watch parties during spring break.
  - iii. Sustainability – co-chair Brian and Hillary
    - 1. Pollinator garden: They met with April and Bre about the monarch station. They will walk around and find potential sites. Also meeting with campus arborist. Target rollout around Earth Day.
    - 2. Alternative transportation breakfast event: during Bike to Work Week, which is the week after finals—tentatively that Wednesday, May 17, from 7:30 to 9 a.m. outside SC.
  - iv. Publicity and Greeting – Kristine
    - 1. Justine has greeted or is trying to get in contact with recent new hires.

#### **6. Old Business**

- a. None

#### **7. Other New Business (open floor)**

- a. None

#### **8. Adjourn 2:31 p.m.**

**Next meeting**

Monday, Feb. 20, 2:30 p.m. on Zoom