

Engineering Staff Advisory Council Meeting – Minutes

Wednesday, March 22, 10 a.m., Zoom

Councilors: Andy Veit, Brian Morelli, Hillary Ramaker, Derek Ikoma, Alyssa Burks, Justine Hines.

Advisors: Diane Fountain, April Tippet

Guests: None

1. Call to order:

2. February Meeting Minutes ([link](#))

- a. Minutes approved unanimously.

3. Liaison Committee Discussion

a. Finance and Operations Update – April Tippet

- i. **Financial:** GEF request due March 31. Reminder goes out March 23. Reminder going out to units that budgets are also due March 31. Budget office opening application for UI budget model for FY 24 projections. Due mid-April. Must project tuition revenue, student financial aid (including fellowships), indirect cost recoveries, and funding allocation drivers for allocated expenses (faculty, staff, student head counts, research expenditures, etc). Working with Diane on workforce planning and prioritization report for Dean Nembhard's review. Salary planning is underway and awaiting policy from UI president and provost office. Scholarship notifications for undergrads going out this week.
- ii. **Operations:** Meeting as part of SPARC committee to review data governance and data sharing. Gives chance to look at dashboard and forms to streamline and create business rules. A training/refresh session will be held. Facilities: Painted grad lounge on 1 west SC and installation of waterline. More painting projects to come, including blue wall in admissions and outreach office, IATL, and chemistry building. Statue for of CEE 150th anniversary celebration approved and proceeding. Plan to unveil week of homecoming. Dean Nembhard presented 10-year facility master plan at Council of Deans. How to keep up with deferred maintenance is being considered as the costs are large.

- b. **HR Update – Diane Fountain:** Faculty/Staff Award Ceremony is scheduled for April 24, 3-4:30, in person. Location tbd. Desire for SC elections to be completed by April 21 so they can attend May meeting. Supervisors must submit performance reviews by March 31. Employees are encouraged to finalize those so supervisors have a chance to review. New employee welcome program discussed. The feeling is ESAC doesn't have budget. Diane suggested starting with a thank you card.

- c. **DEI Council Update –** Discussed DEI efforts considering state legislation. Asked not to start new DEI initiatives. No outcomes but discussed what it meant for each unit.

d. UI Staff Council Update – Brian

- i. Dementia Friends: <https://igec.uiowa.edu/dementia-friendly-programs>. For Training, contact brady-curran@uiowa.edu
- ii. Well-Being Topic – Exercise is Medicine/Exercise as a Vital sign Campus Collaborations. <https://hr.uiowa.edu/livewell/health-coach-service>
- iii. Discover your University – encouraging attendance and seeking sites to host. <https://hr.uiowa.edu/administrative-services/current-initiatives/discover-your-university>
- iv. Hawkeye Caucus Day is Wednesday, April 12. Morelli is attending.

e. EAC Update – Andy

1. Workforce Planning and Prioritization
 - a. Review of new hires and staff that have left.
 - b. Review of total headcount ~ 158
2. Research office and grad program updates – Uday
 - a. Goal is 2.5 grad students per TT faculty and increase female PhD students by 20%
 - b. Goal to increase underrepresented grad students to Big 10 levels
 - c. Develop methods and policy to increase grad student recruitment
 - d. Reviewed recruitment events
 - e. Application trends and acceptance rates for graduate programs
3. Facilities outlook presentation - Harriet
 - a. Building improvement plan (April covered this)
4. P&S Performance Review updates – Diane
 - a. Changes to the review process

- 4. Budget Update – Hillary** Spending plan for EOY \$7,000 allocated and should be spent by the end of the year. Budget includes events, initiatives, and staff hours. Engagement and inclusion event included Foundry, Popcorn event, etc. Sustainability committee has approximately \$1,300 to work with for 2 remaining planned events. Alternative Transportation Breakfast on May 17. Tacos, juice, coffee, outside Seamans Center 7:30 – 9 a.m. Waiting on budget for butterfly garden. Likely not money for end of year celebration.

New business items for this agenda

- a. Subcommittee updates
 - i. ESAC Elections – Brian – Keeping ESAC elections and Org Rep elections separate.
 - ii. Staff Awards – Andy
 1. Members:
 - Andrew Veit (ESAC president, Chair)
 - Kristine Roggentien (DSRI)
 - Derek Ikoma (eSST)
 - Hillary Ramaker (Administration)

- Breanna Shae (IIHR)
- Gallagher Leach (Academic Units)
- Tracey Pritchard (external)
- Diane Fountain (HR)
- Amy Mattix (HR)

- iii. Engagement and Inclusion – Derek – Held an event over spring break that was well received.
- iv. Sustainability – Brian - Presented during budget committee.
- v. Publicity and Greeting – Kristine, Justine
 - 1. Items for newsletter – Brian requested blurb about alternative transportation breakfast.

5. Old Business

- a. None

6. Other New Business (open floor)

- a. None

7. Adjourn

Next meeting

TBD