

Engineering Staff Advisory Council Meeting – Minutes

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

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

Advisors: April, Diane

1. Call to order: 2:31 p.m.

2. January Meeting Minutes

a. approved

3. Liaison Committee Discussion

a. **Finance and Operations Update – April Tippet**

i. **Financial:**

1. FY24 budget request templates have been sent out to units (admin or research units, and ESAC) – ESAC exec committee to do one; due March 31 to April.
2. FY23 general ed funds carry-forward request email sent to units with link to complete, also due Friday, March 31.
3. FY24 workforce planning and prioritization sent to units on Feb. 9/10; due March 3 to Diane and April.
4. CEA revised revenue projections for the Winter Budget Review Board Meeting were submitted last Monday the 13th along with expense projections. This Friday is the budget review meeting.
5. CoE Budget Team is preparing for FY24 iPlan entries. iPlan is the Oracle all-funds budgeting system. We will enter revenue, and expenses in different roll up categories (i.e salaries, lab supplies, leases, capital equipment, scholarships, etc) for non-general education funds at the org/college. For general education funds, we will enter at the individual MFK level for revenue and expense budgets. System opens on April 1st for the upcoming year entries.
6. Currently prepping salary planning spreadsheets.
7. New administrator starting this week: Gallagher Leach is the new department administrator in Electrical & Computer Engineering. The college is currently interviewing for the two other academic department administrator open positions in Industrial and Systems Engineering and Biomedical Engineering.
8. Scholarship awarding from the college of engineering committee continues for returning undergraduate students for academic year 2023-2024.

ii. **Operations:**

1. IATL facilities group: Iowa Advanced Tech Lab facilities group continues to meet monthly to discuss space utilization, use of shared resources,

etc. IATL is also undergoing an envelope project to address building issues with water drainage issues.

2. Met with Campus Planning Committee last week to discuss Civil and Environmental engineering 150th birthday sculpture to go up this fall, got approval from them to move forward. Sculpture will be outside the Seamans Center annex – a prefab design that faculty, staff, and students will construct with assistance and guidance as needed from UI Facilities Management. Planning to unveil the week of Homecoming.
3. A couple of small projects planned over spring break; however, mostly prioritizing projects and schedules for the summer

b. HR Update – Diane Fountain

- i. Elections for ESAC: Andy will help with Elections process, along with Kristine and Brian to hold subcommittee meeting to plan.
- ii. Faculty and Staff Excellence Awards are coming up: targeting May 4. ESAC will be involved in reviewing nominations for certain staff awards.
- iii. Thank-You program: Need to discuss in Executive meeting
- iv. Received Working at Iowa and Campus Climate survey results: Diane is reviewing data and coming up with summaries/key points to present to leadership. IIHR and DSRI are reported as their own units.
- v. Performance reviews: Diane will be sending out email reminder to staff that they need to do their performance review. Final due date is March 31.
- vi. Winter Tree tour: encouraging participation
- vii. UI offering tax financial assistance workshop for those doing their own tax returns: March 7 from 12:10 to 12:50.
- viii. HR is starting a new training for supervisors about leading remote/hybrid teams: supervisors are encouraged to take

c. DEI Council Update – Brian

- i. Met on Monday, focus was developing departmental DEI rubrics to make it easier to incorporate DEI into curriculum.
- ii. Creating a data dashboard to track participation in different DEI training and programs – no timeline yet
- iii. Bill Easton (former CoE) working on advanced degree in DEI will be assisting and assessing DEI efforts in CoE
- iv. Diane: December challenge had 46 people (CoE staff) that took the Cultivating Inclusive Communities – good participation

d. UI Staff Council Update – Brian

- i. Last Staff Council meeting they discussed career development and how to advance at the UI; described process for different types of advancement. Also covered how they determine salaries. Option of short-term adjustments: if someone has left and you're covering two jobs, you may be able to get compensated for doing extra work until another staff member is hired

- ii. Presentation on the Health Equity Program for flex spending (new debit cards). You should've received one in the mail if you're enrolled.
- iii. Family-related services: Adoption Assistance Pilot Program to assist financially with adoption. Back-up childcare program (Handicare). Elder caregiving resources with UI Family Services.
- iv. Food Drive across campus, donation boxes will be spread throughout CoE buildings
- v. The nominations for Staff Council Awards are being reviewed at this time. There isn't a firm date for announcing them, but the goal is for a campus-wide announcement in the mid-March/Spring Break time.

e. EAC Update – Andy

- i. Met with Provost Kregel and Assoc Provost Geist about Dean search process.
 - 1. Will be working with the Witt/Keiffer search firm (also used for TCOB search)
 - 2. Will be listening sessions throughout process
 - 3. Search committee in place. Brian Morelli serving as ESAC representative
 - 4. Proposed schedule is to have selection in May, and in-place July 1st.
 - 5. Discussed needed skillset for the new Dean with the faculty.
 - 6. Discussed the COE's value proposition to attract high-level candidates.

4. Budget Update – Hillary

- a. Hillary wasn't present – will get update via email

5. New business items for this agenda

- a. Subcommittee updates
 - i. ESAC Elections coming up –
 - 1. See above (3.b.i)
 - ii. Staff Awards – Andy
 - 1. We will meet soon and discuss timelines and staff council awards
 - iii. Engagement and Inclusion – Derek
 - 1. QT Closet donation is going on now – closing on the 24th
 - 2. March Madness bracket for CoE staff, and during spring break a social event to watch a game
 - 3. Will assist with the UnPark Yourself breakfast in May
 - iv. Sustainability – Brian
 - 1. UnPark Yourself: Wed, May 17, from 7:30 to 9 a.m. outside SC. Space has been reserved. UIPD is on board with participating. Working on ordering food. Waiting to hear from UI Parking, will also reach out to a local bike shop to have a repair station on site. Potential budget estimated to be \$500 to \$750 – might be able to get funding from other sources.
 - 2. Monarch Waystation: Walked around with April to check out spots. By SC, down toward street by library, some landscaped area there that

might work well. A few other options. They will next meet with UI campus arborist.

v. Publicity and Greeting – Kristine

1. Justine will reach out to new staff. We're running low on duffels (3), but plenty of other swag. 20-30 of the other items. A lot of plastic water bottles (over 50) and about 10 pint glasses.
2. Items for newsletter: Food donation boxes, QT Closet donations, liveWell personal health assessments, staff council elections, reminder of performance reviews

6. Old Business

- a. None

7. Other New Business (open floor)

- a. None

8. Adjourn 3:15 p.m.

Next meeting

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