

Engineering Staff Advisory Council Meeting – Agenda

Monday, April 17, 12:30 p.m., Zoom

Councilors: Kristine Roggentien, Andrew Veit, Brian Morelli, Hillary Ramaker, Derek Ikoma, Justine Hines, Breanna Shea

Advisors: Diane Fountain, April Tippet

Guests: None

- 1. Call to order:** 12:32 p.m.
- 2. March Meeting Minutes ([link](#))**
 - a. Unanimously approved
- 3. Liaison Committee Discussion**
 - a. **Finance and Operations Update – April Tippet**
 - i. **Financial:**
 1. FY23 carry-forward requests (about 30), they are going through those. Now shifting to FY24 budgeting, looking at budget requests and available funds.
 2. FY24 CEA projections (UI budget model) are due Wednesday, April 19, at 5 p.m.
 3. Faculty and Staff salary planning spreadsheets for July 1 increases were sent out last week with salary guidelines, which are due back May 1; salary planning for graduate students and post-docs on fiscal appointments to go out next week.
 4. Last round of FY23 CEA revised revenue projections are due next week, as well as expected expense projections.
 5. End of fiscal year deadlines provided by central offices and are posted to Accounting and Financial Reporting website. One item that may be of note to ESAC as they spend down their account is there will be a shorter turnaround time for p-card expenses to meet end of FY deadline.
 - ii. **Operations:**
 1. Data: BI (business intelligence) dashboard trainings, share college-specific info related to enrollment, degrees, etc.
 2. Looking to get summer schedule set for building work: Wayfinding signage (open to ideas for less expensive solutions), painting refreshes, ordered five additional AEDs and Stop the Bleed kits, updating some furniture/upholstery
 - b. **HR Update – Diane Fountain:**
 - i. CoE rep for UI Staff Council: Do we have budget to cover staff time for this rep if they are on soft money?

- ii. If you've done any type of first aid, CPR, or AED training, let Diane know so she can add your completion to your MyTraining records
- iii. ISE dept admin started today: Natalie DeJardin; BME dept admin tentative start date is May 1.
- iv. Faculty and Staff Excellence Awards: next Monday, 3 to 4:30 Fethke Rooftop Terrace 4210 SC, encourage everyone to attend. Committee is voting now on the winners. Diane will ask nominators of the winners to speak at the awards ceremony.
- v. Future of Work: as they work through consequences, there has been some discussion about defining travel policy for remote staff. We'll need to define if they're working remotely due to business requirements (i.e., UI asked them) or if they're working remote based on their own preference. If they travel to campus, those two scenarios may affect if they get reimbursed for that travel.
- vi. UI HR is developing a student pipeline strategy to get a more diverse pool and to help students who graduate to transition into a permanent staff position, to set a promotional pathway for students to move into P&S.
- vii. Kicking off CoE Week of Wellness soon: will be asking for input on activities
- viii. UI HR will be rolling out exit surveys, so when regular P&S or faculty leave, they'll get an automated survey to get data on why people leave. CoE also does exit interviews.
- ix. Thank you program: Contact Paul Oh to get that back up and running
- x. FYI: Randall Ney, director of Faculty and Staff Immigration Services in UI HR, is leaving, and Megan Hammes, director of UI liveWELL, is also leaving.
- xi. Tuition assistance program is now open for applications
- xii. Friday, April 21, is the deadline for UI Staff Council org reps to nominate
 - 1. Discussion about how many hours a month are expected to be on UI Staff Council and how that time is covered. It was estimated that 7-8 hours/month is spent on: 5 hours of meetings plus 2-3 hours of work on committee tasks

c. DEI Council Update – Brian and April

- i. Discussed a strategic plan dashboard to bring together different pillars to put all of the outcomes in one place; they've made an initial draft and are making some updates to it now. Pain points: people don't the dashboards exist or how to utilize the data. Got some good feedback to incorporate.
- ii. Resources shared:
 - 1. Inclusive Events & Programming Guide, please review if you're holding events: <https://pressbooks.uiowa.edu/inclusive-events-and-programming-guide/>
 - 2. Discover Engineering's Messages Matter Study & Report, what today's students and parents think about engineering, good to increase representation: <https://discovere.org/Messages-Matter/>

3. Out for Undergrad Engineering Conference Application: <https://www.outforundergrad.org/apply>
4. DEI Initiatives Workflow: <https://workflow.uiowa.edu/form/dei-initiative-funding-request>
5. Input via Menti: <https://www.menti.com/blfbaf9bx4vw>

d. UI Staff Council Update – Brian

- i. Future of Work: for people who work out of state (about 150 total university-wide), required to validate reasons to work out of state
- ii. Briefed on campus safety realignment: First responders, cyber-security, fire, police, and threat assessment have been realigned into a new office of campus safety to improve communication during emergencies or major events. They also shared some resources: training program for active shooter, and other trainings available for departments (they will come to you): <https://police.uiowa.edu/training-programs> and <https://police.uiowa.edu/contact-us>
- iii. Wellbeing topic for month: build a natural environment. Sustainability linked with well-being, outdoor spaces, and physical activity to keep in mind when designing spaces.
- iv. Campus tree tours: April 22, June 17, and Oct. 14 in the afternoon, tells the story of trees around the Pentacrest.
- v. Staff Council passed a mental health training resolution: targeted the Kognito mental health programs. Encouraging all faculty and staff to take that training: <https://mentalhealth.uiowa.edu/kognito>

e. EAC Update – Andy

- i. Met on 3/29/2023 over Zoom
- ii. Matt Kuster from Center for Advancement – monetary gifts to the college are at ~\$1M, the second highest ever, and we may exceed the previous record.
- iii. Dean Nembhard – Discussion on the 10% faculty salary release. It was suspended for the last 2 years, and will be extended for another year.
- iv. Diane Fountain – review of the Working at Iowa survey results for the College of Engineering. Dean Nembhard sent out results links to all staff for CoE overall results. Diane sent the unit leaders their unit results who had over 10 responses in their unit.

4. Budget Update – Hillary

- a. Hillary posted the updated numbers on the ESAC SharePoint site; no new expenses. Potential to update budgeted numbers; the remaining can be used for engagement committee events and sustainability committee events (Alternative Transportation Breakfast and Monarch Waystation). Option to also spend on swag.

New business items for this agenda

- b. Subcommittee updates
 - i. ESAC Elections – Brian

1. communications will go out next month to encourage people to nominate themselves or a colleague (May)
 2. encourage colleagues to join
 - ii. Staff Awards – Andy
 1. Committee is voting now
 - iii. Engagement and Inclusion – Derek
 1. Proposed budget of events: Derek will send to Hillary
 - iv. Sustainability – Brian
 1. Alternative transportation breakfast is on May 17, Brian will put up flyers
 - v. Publicity and Greeting – Kristine, Justine
 1. Items for newsletter send to Kristine or Alyssa: Alternative Transportation Breakfast, others?
- 5. Old Business**
- a. None
- 6. Other New Business (open floor)**
- a. None
- 7. Adjourn 1:30 p.m.**

Next meeting

Wednesday, May 17, 3 p.m., Zoom