

Engineering Staff Advisory Council Meeting – Agenda

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

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

Advisors: Diane Fountain, April Tippet

Guests: Kate Dudley, Gallagher Leach, Joseph Honings, Oscar Hernandez, Alec La Velle, Amanda Jensen

- 1. Call to order: 3:01**
- 2. Introduction of guests and members**
- 3. April Meeting Minutes ([link](#))**
 - a. Approved
- 4. Liaison Committee Discussion**
 - a. **Finance and Operations Update – April Tippet**
 - i. **Financial:**
 1. Budget Review Board meeting was Monday: For our FY24 general education funded budget, we are trending upward. Non-resident vs resident split is better than it has been. We received the spring adjustments that need to be made to the budget.
 2. Salary setting for FY24: The system is opening on Monday, May 22, and will be open for nine business days to enter every fiscal GA fellow, postdoc, faculty, and staff entries. People will find out in early June; salary guidelines are not yet approved by Board of Regents.
 3. I-Plan (Oracle) all funds budgeting system: open until mid-June, all revenue and expense projections will need to be submitted. Hoping to have allocations to administrative and research centers/institutes in early to mid-June.
 4. Deadlines: p-card cutoff for end of FY is June 15 (give 2-3 days prior to that for it to post). Purchase Requisitions from outside vendors due through workflow June 16th. Travel expense vouchers due through workflow by June 28th at 4:30pm Other vouchers (i.e. vouchers) due June 29th at 4:30pm.
 - ii. **Operations:**
 1. Oakdale: building formerly known as NADS will be renamed, it is now formally being recognized in the university system. The signage is being updated to Driving Safety Research Institute.
 2. Window cleaning at Stanley Hydraulics Lab in June and in Seamans Center before students come back in August.
 3. West parking lot outside Seamans Center shut down next week to replace some exhaust fans (May 22/23)
 4. Painting updates and carpet/baseboard installations in various buildings this summer through August

5. SPARC data governance group: selecting colleges to review data and how they're gathering data. Engineering meeting scheduled for May.

b. HR Update – Diane Fountain

- i. Salary adjustments: HR received draft today, might be able to share by next ESAC meeting
- ii. UI Staff Council org rep: Brian has been elected as College of Engineering org rep
- iii. New staff: a new bedrock geologist for IIHR is starting soon
- iv. Interviewing now for mechanical engineering admin position
- v. Diane thanked everyone for their support in the Excellence Awards. Looking for feedback if we should combine the longevity awards ceremony with Excellence Awards, and looking at different ways to incentivize people to nominate more and/or new ways to recognize staff.
- vi. Week of Wellness: June 26-30; CoE HR team is planning that, they are recruiting wellness ambassadors to help communicate and plan activities happening—you can apply on Workflow if interested.
- vii. Paul Oh in HR office will be working with Jason Kosovski (marketing) to look at swag and what items to purchase new; if anyone else needs to make a swag purchase, let them know.
- viii. New P&S rules effective July 1: she will send out 1-page FAQ:
 1. Probationary status (all staff will now have a 1-year probationary period instead of 2), specified term status (now no max), temporary status (now 2-years max and up to 30 hours/week for temp staff), and furlough notification processes were reviewed (terminology updated: “layoff” now used to mean permanent job loss; “furlough” is temporary). See FAQs sheet that Diane sent for details; May 24th it will be communicated.

c. UI Staff Council Update – Brian

- i. UI Staff Council is transitioning membership now. Pres Wilson spoke: They're expecting a large entering class, a higher proportion of out-of-state students UI-wide.
- ii. Tuition assistance program if you're seeking a degree related to current employment; Staff Council recently increased these funds and looking to make those increases permanent
- iii. High demand for patient beds at UIHC—why we need to grow healthcare campus
- iv. DEI statewide changes: 20 other states going through similar. Definition of DEI has been pigeonholed—needs to be clarified and expanded upon (rural vs urban, religion, etc.)

d. EAC Update – Andy

- i. Meeting on May 31.

5. Budget Update – Hillary

- a. Spending occurring now due to events going on; see spreadsheet. End-of-year potluck event and the pollinator garden will be remaining expenses

New business items for this agenda

- b. Subcommittee updates
 - i. ESAC Elections – Brian
 - 1. Received a lot of great nominations for new ESAC members; last Tuesday in May will be voting
 - 2. Those new or returning start thinking about what roles and committees you're interested in
 - ii. Staff Awards – Andy
 - 1. Awards are done for the spring
 - iii. Engagement and Inclusion – Alyssa
 - 1. End-of-year catering/potluck celebration will be next week at SC, including a fun contest
 - iv. Sustainability – Brian and Hillary
 - 1. Pollinator garden: Planting sometime in June, will be seeking volunteers to help, partnering with College of Education
 - 2. Alternative Transportation breakfast went very well this morning, great turnout
 - v. Publicity and Greeting – Kristine, Justine
 - 1. Items for newsletter send to Kristine and Alyssa

6. Old Business

- a. None

7. Other New Business (open floor)

- a. None

8. Adjourn 4:02 p.m.

Next meeting

Thursday, June 22, noon, Zoom