Engineering Staff Advisory Council Agenda

Thursday, January 11, 2024 @ 10:30 a.m. CST

Via Zoom
https://uiowa.zoom.us/j/94785636840?pwd=Z291Ky96a29450RzSmtnL1R2bWZwZz09&from=addon

MEETING

Note: Only ESAC members have access to the embedded links.

1. Call to order
   a. 10:31A

2. Question of the Day – What did you do for holiday break or Goal for 2024

3. Introductions

4. Conversation with Dean McKenna
   a. Possible topic: How do we engage staff off main campus?
      i. Informal discussion about how do staff feel engaged or disconnected when they are not on campus, Dean asked council to share experiences. Morelli brought up participation in Q&A and other events that cannot be charged, ideas to hold these at different locations or offer Zoom. LaVelle discussed funding and limitations for attendance. Murcia suggested Zoom as an alternative. Dean wants to continue these all-staff meetings to keep people involved and will consider a Zoom link with moderator for chat, etc. to manage everyone being part of the conversation. In-person meeting is preferred, ways to keep it from defaulting to virtual when link. In-person but option to request link if unable to make it.
      ii. Second topic: staff retreat to start fall 2024 (August), location with entertainment and social interaction, please share some interesting ideas--likely would be college-wide for faculty and staff, would need to think about size of event and locations that can support. One example was bowling (Dean), suggestion for picnic at Trueblood with families (Fountain/Morelli).
      iii. Asked for thoughts about what Dean may have for goals with college: focus on student growth, impacts budget/investment plus adds to second research goals with Schnoor will pitch to Allegiance (ERVA) "big idea" to showcase strengths and lead to innovation, third is staffing to prevent turnover and restructuring positions- rethinking open positions to look at current needs and provide resources.

5. December Meeting Minutes
   a. Edits and approval (Minutes)
   b. Honing motion, Tiwari second, approved.

6. Workshop ESAC annual calendar
   a. added Dean items such as retreat planning in May and joining meeting in Jan. Budget overview extending July meeting.
   b. Vote needed (?) to make it "official" working document, add to website like minutes.

7. Committee Updates (Committee roster)
   a. Executive –
   b. Bylaws
      i. ACTION: Vote on draft of bylaw changes.
      ii. Honing motion to approve, Murcia seconded, approved.
   c. Elections - Possible candidates to nominate
      i. Call for councilors to think about who to nominate: Scholz and Gallagher were willing last year.
Please give a personal reach out to anyone you think would serve!

d. Staff Awards –
   i. Intent to celebrate in fall, Uday suggested nomination in late spring, selections in summer. Kick off in March? Allow more time built-in for decisions.

e. Publicity & Greeting -
   i. Seeking a volunteer to join the committee
      1. Dudley out in Jan/Feb and Hines out March
   ii. Solicit items for the newsletter
   iii. Promote Thank You program

f. Engagement & Inclusion
   i. Holiday Party debrief
   ii. Upcoming events

g. Sustainability -
   i. Working on draft of “star” spotlight.

8. **Budget Update – Derek**
   a. Reconciled records, slightly over budget from projection. Around $900 left for engagement and inclusion to work with for spring/summer events. Tippett says we need to submit receipts and fill out evaluation to get funds released ($500).

9. **Liaison Updates**
   a. Finance and Operations Update – April
      i. Call for funding outside of regular tuition – due to Provost Office mid-January.
      ii. Course fee requests and adjustments to be effective Fall 2024 semester due to Registrar February 1.
      iii. Engineering scholarship application for undergraduate students due Feb 1
      iv. The finance hub of the HR transaction hub is currently working through graduate student appointments and fellowships
      v. Five year faculty head count and salary projections due to Provost Office mid-January.
      vi. With the vacancy of the CoE Facilities Director position, the college is assessing facility and operational needs moving forward.
   b. HR Update –Diane
      i. Currently 3 P&S advertising now, 4 faculty searches (ISE, CBE, CEE and instructional track ECE),
      ii. performance review process starting kick off email will get out this week. Reviews due March 31,
      iii. One Universal Competency has been updated from DEI to respectful and welcoming environment based on the Regents DEI report recommendations. Still aligned with the strategic plan; Phase 2 of this process will update job descriptions going forward,
      iv. FERPA policy updated Feb 1, need to complete every 3 years ongoing (instead of once),
      v. Thank You process complete for recognition and nomination submissions.
   c. DEI Council Update – N/A
   d. UI Staff Council Update – Brian
      i. Task force reviewing Regent, input provided in April: [https://diversity.uiowa.edu/form/dei-forward-task-force-feedback](https://diversity.uiowa.edu/form/dei-forward-task-force-feedback)
      ii. Staff awards open to Jan 19 (extension)
      iii. Mental and physical health and wellness programs available on campus
      iv. Family leave policy information and resources in UI newsletter
   e. EAC Update – N/A
10. Old Business
   a. Adjourned 11:33A

11. New Business (open floor)

Next meeting

February 8, 2024, 10:30 a.m.