

Engineering Staff Advisory Council Agenda

Thursday, March 7, 2024 @ 2 p.m. CST

Via Zoom

<https://uiowa.zoom.us/j/94785636840?pwd=Z291Ky96a294S0RzSmtkL1R2bWZwZz09&from=addon>

MEETING

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

1. **Call to order**
2. **Question of the Day – Plans for Spring Break?**
3. **February Meeting Minutes**
 - a. Edits and approval ([Minutes](#))
 - i. Motion Ikoma, second Honings, approved
4. **Staff Council introduction – Tammy Paulus** (from Staff Council)
 - a. Staff Council: Elected body of UI staff (non-barging) to represent University of Iowa staff members. Plays a unique role in representing staff across campus and to the state. Host volunteer events to help campus and the surrounding Johnson County community.
 - b. Today we want to bring awareness of other staff councils on campus and create a connection to the larger Staff Council as a whole.
 - c. Staff Council elections are upcoming if you are interested. Terms are approximately two years.
5. **Budget Update – Derek**
 - a. Budget remaining, around \$620 for remaining events
 - b. Will commit to donuts, coffee, and cocoa for the Q&A with the Dean
6. **Committee Updates ([Committee roster](#))**
 - a. Executive – Q+A with Dean on March 20
 - i. [Question Ideas doc](#)
 1. Please add questions for the Q&A with the Dean. There is an online submission form in the email invite,
 - ii. Zoom link is provided in initial email out communicating event
 - b. Bylaws -
 - i. No update
 - c. Elections – Alec
 - i. Reminder: Have people in mind for elections
 - ii. Call for election email will come late April
 - iii. Official Election will be in May to June
 - d. Staff Awards – Preview March 20 meeting and launching awards
 - i. Moving forward with supporting staff awards process in the Spring
 - ii. Meeting is scheduled to discuss process (nomination details, rubric, process)
 - e. Publicity & Greeting -
 - i. Solicit items for the newsletter
 1. Continue sustainability spotlight
 2. DEI Council updates
 3. ESAC Elections upcoming
 - f. Engagement & Inclusion

- i. Upcoming events
 - 1. Donuts and Coffee for Q&A with Dean McKenna
 - 2. Looking for ideas for events for the end of the year; maybe Year-end social?
- ii. Staff Council food box placement – Derek
 - 1. Outside of 2040 SC and will be in DSRI
- g. Sustainability -
 - i. Update – continuing spotlight. Soliciting ideas or nominations of candidates for write ups
 - ii. Alternative Transportation Breakfast, May 15
 - 1. Reached out to UI Police and UI Transportation and will have a table at the event
 - 2. Partner with Steve McGuire from Hand Built Bicycle class to highlight students work
 - iii. Pollinator Garden Update
 - 1. Looking for funding
 - 2. There are no additional funds from College of Engineering for maintenance
 - 3. Thinking of making this a Fall event to continue continuity

7. Liaison Updates

- a. Finance and Operations Update – April
 - i. Undergraduate scholarship recommendations were submitted (merit awards), still waiting on FAFSA information (UI has not received anything from the Department of Education). Will then award financial need-based scholarship once information is received.
 - ii. Budget review meeting was held. Went through all revised revenue projections for current year.
 - iii. Tuition and fees proposal for the upcoming academic year has been submitted to Provost Office for review and consideration.
 - iv. Preparing for the end of fiscal year (June 30). Email sent out to request carry over funds. Due on April 1. Approvals will be sent out to requesters by the first week of May.
 - v. FY 25: Application for building budget is open after Spring break and start the process of budgeting for the year which includes forecasting enrollment, student financial aid, employee headcount, research expenditures, and indirect cost recoveries.
 - vi. Facilities: There is now a collegiate role for space survey application which will provide the college the ability to add and remove users for the space survey application and run reports.
 - vii. College of Engineering Facility and Operations Coordinator position interviews happened last week and candidates are being reviewed based on evaluations received.
 - viii. There are 75 new chairs coming for graduate spaces and common spaces throughout the Seamans Center.
- b. HR Update –Diane
 - i. Staff updates: HR team is working on P/S and faculty searches.
 - 1. Hope to have finalized in the next month or so
 - ii. Working at Iowa survey may be integrated with Campus Climate survey to consolidate surveys
 - iii. Faculty/Staff Immigration Services updated services effective March 1 to prioritized supporting faculty positions
 - 1. If need for expedited services, Faculty/Staff Immigration is providing recommendations for legal services
 - iv. Minimum P&S position requirements for sponsorship of foreign nationals must be a MS or higher OR a bachelors and 5 years of relevant experience
 - v. HR is reviewing P/S job descriptions and updating them with new universal competencies
 - vi. Talent Aquisition is offering technology to post jobs on HR engineering page.

- c. DEI Council Update – Amanda
 - i. Week after Spring Break (18-22) Latino/a/x Native American Culture Center (LNACC) is hosting a week of action (contact Amanda for the detailed slide)
 - ii. Open elections for international advisory board
 - iii. Open volunteer and student registration for international graduation ceremony
- d. UI Staff Council Update – Brian
 - i. Next meeting is Wednesday, March 20.
 - 1. Presentation on Resilience and Mental Health
 - ii. Idea of creating a subcommittee on staff who do not work on campus in Iowa City. Contact Brian to get in connection with members of Staff Council.
 - iii. Wants to make permanent the greater window for UI staff tuition assistance award applications. Will be reviewed at next meeting.
- e. EAC Update – Brian
 - i. New Chatbot through ECE about undergraduate advising
 - ii. New leadership could be brought in
 - iii. New EIT (Engineering Information Technology) MS program coming up soon

8. Old Business

9. New Business (open floor)

- a. Will move April 11 meeting since it falls on Engineering Alumni Celebration day. Most likely will be the week before on April 4.

Next meeting

April 2024, TBD