**Engineering Staff Advisory Council Agenda**

May 9, 2024 @ 10:30 a.m. CST

Via Zoom

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

MEETING: Mattix, Morelli, Honings, Hernandez Murcia, Burks, Fountain, Tippett, Tiwari, Jensen, Ikoma joined

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

1. **Call to order 10:33A**
2. **Question of the Day – Recent great deal/steal?**
3. **March Meeting Minutes** 
   1. Edits and approval [(Minutes](https://iowa.sharepoint.com/:w:/r/sites/ESAC/Shared%20Documents/2023-2024/04-09%20April/April%202024%20Agenda%20-%20Draft%20Minutes.docx?d=w9b70cffb4f6d492189956bfc387b5441&csf=1&web=1&e=6Nt0wf))
   2. Approved; Honings motion, Burkes second
4. [**Budget Update – Derek**](https://iowa.sharepoint.com/:x:/r/sites/ESAC/_layouts/15/Doc.aspx?sourcedoc=%7B128FAA98-3DB2-432D-86A6-112B3F9B1E3A%7D&file=ESAC%20FY24%20Budget_August%202023.xlsx&action=default&mobileredirect=true&DefaultItemOpen=1&CID=FF740EDA-3575-4C4E-8585-E2C277F71106&wdLOR=c5ADC41CC-EEA1-462E-BB72-735A130DDD9A)
   1. **Ideas for using remaining funds** 
      1. $950 approximate for use to restock swag
      2. Breakdown of hours vs activity estimated as 75/25 split
5. **Committee Updates (**[**Committee roster**](https://iowa.sharepoint.com/:w:/r/sites/ESAC/_layouts/15/Doc.aspx?sourcedoc=%7B096C9D53-FB57-4862-9B06-8B419CA5AE9D%7D&file=ESAC%20FY24%20Committees.docx&action=default&mobileredirect=true)**)**
   1. Executive –
   2. Bylaws -
   3. Elections Update – Alec, Derek, Alyssa
      1. Solicit potential nominees, currently only two
   4. Staff Awards – Brian/Diane update
      1. Draft notifications in process, will come from Dean
      2. No college announcement until fall (with celebration)
      3. $250 payment will be added going forward
      4. Will evaluate next year to make sure they align with core values
      5. clarification for process and content
   5. Publicity & Greeting - Amanda
      1. Solicit items for the newsletter
      2. Possible budget excess to be used for swag
         1. Currently low, coolers and blankets seem to be popular
         2. Fountain talked about what HR provides (pens, notepad, pop-up purchase gift card)
         3. Mattix suggested T-shirts, Ikoma suggested padfolios (new items)
   6. Engagement & Inclusion - Joe
   7. Sustainability - Joe
      1. Pollinator Garden update in fall prepared (invoicing a year behind, potentially covered by grant)
         1. Partnership for funding with “Bee Campus” possible
      2. Alternative Transportation Breakfast, May 15 (Brian)
         1. Partnered with College of Education
         2. Advertised in Iowa NOW
      3. Submission for spotlight needed!
6. **Liaison Updates**
   1. Finance and Operations Update – April
      1. Budget Review Board next Monday for revised projections and FY25 budget
      2. Salary planning for July 1: faculty, staff, fiscal grad appointments, and post-doctoral is underway. The system in which increases are entered opens on May 20 and closes on May 31.
      3. Plan (the all funds budgeting system) is currently open. GEF target budgets will be entered after the BRB meeting. All budgets must be finalized (including GEF and special state appropriations in early June).
      4. Meetings with department administrators for year-end close preliminary planning have or are taking place.
      5. Facilities and Operations Coordinator hired, LaDamien White, who is currently onboarding.
      6. Eyewash stations and showers are increasing, now at ERF and OIGS for those additions to be compliant.
      7. Carpet replacement in a few areas of Seamans Center will kick off in late May. New display cases for student organizations, along with painting and wayfinding will also take place this summer.
      8. Space Survey open with final due date June 30
      9. Space Utilization
         1. SPARC Research Space: Draft document outlining questions about how space is asked for, allocated, assessed, etc currently in progress.
         2. Office of the Registrar partnering with colleges to do instructional space assessment due July 31.
   2. HR Update – Diane
      1. Staffing update: accepted offer for director of admissions and outreach, multiple staff positions reporting to IIHR, ME/ISE and ECE/ME lab managers, offers have been accepted, BME research staff position accepted, all faculty positions are filled for CBE, ECE, ISE and currently interviewing CEE/Iowa Flood Director
      2. Universal competencies updated effective January 2024, and HR team reviewing job descriptions to align. Will be sending out updated job descriptions to staff.
      3. Notifications will go out about faculty/staff excellence awards from the Dean
      4. FLSA ruling effective July 1, minimum salary threshold for non-exempt from overtime is $43,888 (only a few staff are impacted); Jan 1, minimum salary threshold rises to $58,656. This increase is pending litigation (more impacted in centers).
      5. 100% on performance reviews currently
      6. DEO information has been communicated to candidates, next week college-wide communication
   3. DEI Council Update – Amanda
      1. Discussion around bills not passing legislation, freeze in effect through June 30, 2024
      2. Recommendations given from taskforce
      3. Fountain said new education appropriations bill did pass, waiting on Governor’s signature, regarding language, current task force recommendations may be meeting these new requirements with some restructuring of Liz Tovar’s office
      4. 2 pillars: Access, Opportunity, Diversity may be a new pillar to support initiatives tied to accreditations and a compliance pillar for offices such as ADA/Title IX requirements.
   4. UI Staff Council Update – Brian
      1. President Wilson gave annual talk, focus on students and strategic plan
         1. including classroom investments $2M toward seating/ADA compliance
         2. Hawkeye work grant for campus jobs, bonus for first-generation and retention
         3. Retention is ahead of strategic goals, ENGR highest placement for student jobs contributing to this success
   5. EAC Update – Brian
      1. Collaborative research proposal: Resilience in Rural Communities (access and solutions)
      2. F&A alignment and new ICR budget model positively received
7. **Old Business** 
   1. Fountain suggested we reach out to last year nominees that were not selected
   2. Adjourned 11:34A

**Next meeting**

June 13, 2024, 10:30 a.m.