

Engineering Staff Advisory Council

04 December 2008 Minutes – Final
CCAD

Members Present: Susan Beckett, Diana Harris, Sarah Williams, Pete Haug, Phil Jordan, Dawn Marshall, Andy Veit, and Deborah Hampton

Liaisons Present: Janann Schiele

Guests Present: Ann and Liz from the self-governance group at International Programs / Study Abroad

I. Call to Order – 8:31AM

II. Minutes from the October meeting were submitted and approved.

III. Liaison Committee Reports

A. Staff Council – no report

B. Human Resources – Janann Schiele reported on the job reclassification process. For the 21 or so job families, a committee will meet to determine each job family's functions. Pete was chosen for the Engineering committee. She also reported information from the ombudsperson report and by-laws. Sexual harassment training – Janann and Phil will review cost-effective implementation of training in January especially whether this should be taught online or in small/large group settings. Should the training be a conversation or a list of do's and don't's? What is the definition of sexual harassment and what are the UI expectations after training is implemented?

IV. Elections

A. No election report from Dawn – no one has contacted her. There will be 5 open seats, so we need to start a public relations campaign. Leaving the committee are Craig Just, Andy, Sarah, Phil, Richard, and Dina. Elections are in June so nominations should be in by May. Phil will send an email to all the P&S staff and try to recruit from areas not represented (SDS, administrative offices, etc).

V. Old Business

A. Staff Service Award and Leave – Does the service leave include only service within the profession or does it only include service outside the professional duties? The award should be collegiate wide (Engineering College). Mary Sheedy Award is for performing your job responsibilities in a way that makes the college look and function well. Does that award include serving on conference committees, charter committees, staff councils, writing papers, professional committees, and tutoring opportunities? Should the new award include service that is performed while “on the clock” or for work done outside of the UI time clock? A committee will be formed to answer the above questions as well as delineate the differences between the Mary Sheedy Award and the newly proposed Staff Service Award. Deborah, Andy, and Diana will report back to ESAC in February 2009 with their recommendations.

B. Brown Bag Lunch with the Dean – the last one was facilitated very well by Phil. Conversation topics included the following:

1. The Working at Iowa survey results are back with 62.3% of faculty and staff participating. ESAC has an opportunity to develop action plans based on the survey results.
 2. The College of Engineering should have some international initiatives perhaps displaying flags of represented countries, webcams on the Kiosks from abroad, and other international awareness activities. International student statistics are available. Can we publicize the memorandum of agreements for exchange students? Can we use the flat screens in the CoE? A committee has been formed to investigate this further: Susan, Dawn, and Deborah will report back on January 22.
 3. ABET.
 4. Facilities and a shop workspace for students.
- C. Photos for IIHR and others – 20 to 30 people attended. CCAD has high resolution photos already. Send people over to the photographer from now on. ESAC will evaluate the inventory of photos and decide what to do next.
- D. Halloween Party –Sarah Williams will send photos to Andy for web publishing.
- E. Staff Milestones – Greg Carmichael came up with this idea to recognize teaching, research, and promotional milestones for staff. We have much of the information already available. Further discussion tabled until February.
- F. Shared Governance Discussion – No discussion on the Ad Hoc Workplace Climate Committee. Phil sent a letter to the UI Staff Council and Provost on 13 November 2008. On 16 November he received a reply from M. Greer who said that the letter was a good idea. Provost Loh and Dean Butler also thought the letter had some good ideas.
- G. Webpage: Templates and A-Z Listing – 20 to 30 hrs are needed to develop a database for webpage development. The webpage will include an A-Z list of names. There was a motion to establish this website on the College of Engineering site. Motion carried unanimously.

VI. New Business

- A. Spring Semester Meeting Place and Event Schedule – ESAC will meet on the following dates.
- January 22, Siemens Center
 - February 26, NADS
 - March 26, IIHR
 - April 23, CCAD
 - May 28, SC
 - June 25, NADS
 - July 23, IIHR
 - Brown Bag Luncheon – Monday March 2
 - February Blues Celebration – on a Thursday from 4 to 7pm; perhaps a caricature artist??
 - Mary Sheedy Award/CoE Awards Luncheon – March 2 nominations are due; luncheon in April
 - Staff Appreciation Potluck – May after graduation
 - Elections – nominations are due in May with elections in June

VII. Motion to Adjourn was entertained and passed unanimously. Meeting adjourned at 10:28AM.