

Engineering Staff Advisory Council

16 April 2009 Minutes – Draft
3511 SC

Members Present: Dawn Marshall, Pete Haug, Susan Beckett, Sarah Williams, Diana Harris

Liaisons Present: Janann Schiele

I. Call to Order – 8:34AM

II. Minutes from the March meeting were approved.

III. Liaison Committee Reports

A. Staff Council – No one attended the last UI staff council meeting. ESAC needs to send the volunteer list out again.

B. Human Resources – Janann reported that 82.6% of the 317 CoE required staff members have completed the sexual harassment training. IIHR has 72% completion with 10 out of 36 yet to complete the training. The Compensation and Classification Re-design project has completed six of twenty job family reviews. A “Job Information Form” has been sent out for review comments. Pete noted that the Engineer subpanel has been completed with the exception of the Research Engineer classification.

C. Elections – There are six open seats and possibly six candidates. ESAC will advertise the candidates in May with a final call for candidates emailed out before the May 13th Award Ceremony. Elections are planned for May 26 to June 1. Successfully elected individuals will be contacted on June 9th. Diana and Susan volunteered to organize the promotional posters for the May 13 event.

IV. Old Business

A. A world map is hanging in the 2nd floor plaza with pushpins for all students, faculty, and staff to locate their country of origin. ESAC hung the flags of all represented nations in the CoE outside of 1505 SC. ESAC supports the purchase of flags by the CoE for future international awareness publicity. ESAC requests the College of Engineering buy a full set of international flags to display as appropriate at special occasions. Discussion followed. Several members reported receiving lots of positive feedback about the flags. All staff are encouraged to visit the international awareness map and flag display.

B. Next month, ESAC will hold a final vote on the Staff Service Award once a summary of the rationale, award description, and pertinent verbiage are brought before the council for vote.

C. May Award Ceremony – posters will be displayed with the election candidates picture. ESAC will also make available the ½ page handout describing ESAC’s function and purpose. The event will be light appetizers and be held on the Wednesday of finals week from 4 to 5:30 PM in the 2nd Floor Lobby of SC. Staff longevity awards will be given.

D. Bike Racks – four racks have been put on the east side of SC and four more will go on the west side of SC later this spring.

E. Staff Milestones – Can we combine the staff milestones information with the web page development database? See following discussion topic.

F. Webpage Templates (Dec. Minutes) – Jim Cramer is preparing an A-Z list of CoE staff with a photo, database, and possibly other fields. Susan will work with Jim to include the web page template fields as well as information related to the staff milestones.

G. The staff recognition awards have been very pricey and not well received in the past. Janann is looking for some good ideas to make the awards more attractive and also provide a tangible remembrance of service to the CoE.

V. New Business

A. Mary Sheedy Staff Excellence Award – ESAC members discussed Phil Jordan’s letter (appended to these minutes) and discussed the order of the Mary Sheedy Staff Excellence Award criteria as well as the wording. Members agreed that the word “positive” should be inserted between “lasting impression” such that the criteria reads “...lasting positive impression...” as changed in Phil’s letter below. A motion was made by Susan to amend the bylaws to read under Duties of the President, point “7.) initiates formation of the Mary Sheedy Staff Excellence Award selection committee and documents the selection process each year.”

B. Sharepoint – Diana asked and received word that the new Sharepoint will soon be available for us to use. ITS will let us know when it is ready to use.

C. ESAC newsletter – members would like to change the ½ page handout to a format printable off our website. Eweek or FYI offers good publicity so we also need to keep those publications informed of ESAC sponsored events. We also agreed that the CoE homepage would be a great site to publicize our events, especially the Mary Sheedy Staff Excellence Award or the May Awards Ceremony. It was unanimously agreed that “Publicity” should be a regular bullet item on our agendas.

D. Social Events – we need better documentation to record what we have done but more importantly what we have discussed. For instance, “a college wide picnic is something that ESAC would support” so that these ideas for social events are documented for usage at a later date.

VI. Motion to Adjourn was entertained and passed unanimously. Meeting adjourned at 10:10AM. Next meeting is May 28th at CCAD from 8:30 to 10:30AM.

From: phil jordan [mailto:philip-jordan@uiowa.edu]

Sent: Wednesday, April 15, 2009 11:02 AM

To: Dawn Marshall; Harris, Diana (contact); sarah williams; Susan Beckett; deborah hampton; 'Andrew Veit'; Richard A. Hardin; Haug, Pete E

Cc: Schiele, Janann - contact; Butler, Patrick B

Subject: Re: Mary Sheedy/ESAC

All:
I ask that the following report be submitted for inclusion in the minutes of the ESAC meeting of Thursday April 16th, 2009:

Dean Butler has asked that going forward, the ESAC President organizes the committee to evaluate the Mary Sheedy applications and that ESAC drives the process, as it is a staff award.

The award will be presented this year in May at the ice cream social.

Current and future ESAC Presidents will need the support of the by-laws and constitution, and the record of the minutes, to document their right and duty to form the committee. Plus, if it's in the by-laws, there is a record of the duties associated with the Presidency, which should help future Presidents plan the year. I propose we add the following phrase to the duties of the President in our by-laws: 'Initiates the formation of the Mary Sheedy Award Evaluation Committee'

I do not believe we should specify further procedures in the by-laws, as future presidents and councils will need to debate and adapt to situational needs. I suggest to the council that it would be a mistake to limit their options.

Finally, we need to add the official criteria for the award to our minutes, rather than an interpretation of the criteria (as in our previous minutes):

The Mary Sheedy Staff Excellence Award is given annually to recognize one member of the College of Engineering staff who exemplifies the characteristics of Mary Sheedy, long time secretary for the Dean of the College of Engineering.

All permanent full-time and part-time (50% or more) Professional & Scientific and Merit staff members employed in the College of Engineering are eligible to be nominated for this award.

The criteria by which applicants are evaluated include:

- *provides outstanding service to the College of Engineering
- *has a positive attitude that impacts and improves the work atmosphere within the College
- *leaves a lasting positive impression with the College and its constituents
- *demonstrates a commitment to the College and its mission

We will need to make some changes to our website to list the ESAC President (or an ESAC designee) as the contact point, rather than the Dean.

Respectfully submitted,
Phil Jordan, President
ESAC