

Engineering Staff Advisory Council

August 24, 2006

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8:30am – 10:30am

Minutes

Attending: Omar Ahmad, Susan Beckett, Margaret Evans, Ginny Miller, Dawn Marshall, John Millsap, Rebecca Whitaker, Mark Wilson, Janann Schiele

- I. Review/Approval of Minutes for July 13, 2006
 - a. Modifications: John Millsap's term should be listed as 2 years
 - b. Accepted as amended

- II. Subcommittee Reports
 - Explore Engineering Series, Megan Allen
 - no report
 - Social Committee, Margaret Evans
 - Report on Welcome Back Reception, staff and faculty attended
 - Committee had not yet met formally
 - Wendy Cadena may also be interested in being a member of the committee
 - Discussed the idea of sister events at other sites within the University
 - Executive Committee, Susan Beckett
 - Goal, priorities and ideas were discussed
 - Committee will meet four times a year with Dean Butler
 - o Issues for his consideration will be presented during these meetings
 - o Dean Butler will meet with full Council once a year
 - o First Brown Bag Lunch before September meeting with Dean Butler
 - Suggestion Box:
 - o Postcards could be sent to all staff and returned to council through campus mail
 - o Pursue other avenues for staff to bring issues and make suggestions to the council
 - o The council will accept any suggestions and issues and forward items to other bodies if unable to address them
 - Flex time
 - o Discussion of different arrangements at different offices

- What would it take to get flex time approved?
 - Compelling reasons, U of I has a flex time policy
 - Guidelines and considerations
- Meeting with Engineering departments who are interested
 - Subcommittee formed: Ginny Miller, Rebecca Whitaker, Margaret Evans
- Representative from Staff Council on relevant College Committees
 - Few apparent standing committees
 - Executive Committee will discuss with Dean Bulter how ad hoc committees are formed in the College and how ESAC can be included
- Establish communication with other councils: faculty, staff and students
 - Meet once a year with other councils
 - Discuss with Dean Bulter
- Encourage and fund professional development for staff, ideas include:
 - Paying for courses and conference attendance
 - Help publicize and promote opportunities

III. University Staff Council Update, Ginny Miller

- a. Staff Council does not meet in August

IV. Human Resources Update/Report, Janann Schiele

- a. New ground rules for how awards are funded
- b. ESAC needs to write a description for provost
 - i. Susan will look into format
- c. College of Engineering did not have a high response rate to Life at Iowa survey and there were no significant results
- d. LiveWell survey also had a low response rate in College of Engineering

V. Old Business

Sharepoint Demonstration, Mark Wilson

-Sharepoint will be the primary communication venue for ESAC including agendas and minutes

Research staff time allocation for meetings/service, Mark Wilson

Smoking policy invited speaker, Ginny Miller

-Prof. Wilf Nixon is available in September for the meeting at NADS

-Ginny Miller will invite Prof. Nixon

VI. New Business

Communication Committee or “Officer”

- Mark Wilson will serve as officer
- Content for website should be sent to Bill Easton
- Pictures for ESAC website
 - o Margaret Evans has pictures from functions and will send them to Bill Caston
 - o Pictures of council will be taken at next meeting
- Old website on Sharepoint will be removed and documents saved

September Executive Committee Meeting with Dean

- How does Dean Bulter see the role of ESAC in the college
- Ad hoc committee procedure
- Flex time

Salaries for Professional & Scientific staff

- o Make people more aware of flex pay and Spot awards
- o A report of how many were presented and how many were available
- o Council will revisit this issue

VII. Announcements

- a. Tailgate functions in Engineering College on October 5 & 6 open to staff, parents, alumni, etc.
- b. Tent for honors clubs will be on John Deere Plaza during Homecoming weekend
- c. Next meeting will be at NADS

VIII. Adjourn