

Engineering Staff Advisory Council

October 26, 2006

4505 Seamans Center

8:30am – 10:30am

Minutes

Attending: Susan Beckett, Megan Allen, Margaret Evans, Ginny Miller, John Millsap, Rebecca Whitaker, Mark Wilson, Janann Schiele

- I. Review/Approval of Minutes for September 28, 2006
 - Minutes accepted

- II. Fred Streicher, College PR Opportunities
 - Fred Streicher presented information on the College's marketing and communications strategy. The office circulates information within and external to the college. Fred highlighted the areas he thought might be most useful for avenues to recognize and promote staff accomplishments. These included: Press Releases, E/Week, FYI, and the college web site.
 - Fred noted that E/Week is subscribed to by a large number of people including college staff and faculty, advisory board members, alumni, FYI editor, and local news reporters. He emphasized that E/Week often serves as the source for wider dissemination of information and is drawn from twice a year for the College News section of Iowa Engineer.
 - There was discussion regarding methods/ways to highlight staff accomplishments, which led to the suggestion of including faculty, staff, and student profiles in E/Week. Also suggested was the use of the college flat screens and display area in the atrium. The possibility of staff profiles with pictures on the web was raised. Some departments already post pictures of staff. Fred noted that faculty have been encouraged to have a visible web presence to connect with agencies, companies, and organizations external to the UI. Staff profiles might have a different focus--to connect people internal to the institution. Fred indicated that there has been some discussion of hosting two college web sites, one for external constituents and one for internal use.

- III. Subcommittee Reports
 - Explore Engineering Series, Megan Allen
 - Planed staff tour of IIHR (towing tank, wind tunnel, etc)
 - Tour tentatively planned for early January 2007
 - Social Committee, Becca Whitaker & Margaret Evans
 - Report on planned events for 2006-2007 year
 - Staff events plan approved by ESAC

- Details shared for first Staff Halloween Potluck October 31, 2006
- Budget will be created for staff events, budget will then be combined with ESAC budget for presentation to Dean

Communications, Mark Wilson

- The suggestion box is receiving questions and comments. Mark will work on posting responses to the questions and comments anonymously.

Strategic Planning Committee, Susan Beckett

- The committee is exploring the feasibility of creating a staff activity summary. The summary would be a self-report of staff activities for the year and, ideally, have a web interface.

Executive Committee, Susan Beckett

- No report.

IV. University Staff Council Update, Ginny Miller

- The November and December Board of Regents meetings will discuss collective bargaining and tuition assistance policies.
- The December meeting is the annual meeting for the HR report.
- Health Fair is November 1 at the Field House from 7:30 to 4:00 pm. Flu shots will be given at the Fair.
- The parental leave policy proposal was discussed. No decision was made and the proposal will go back to the HR committee for further discussion. Staff Council members are to contact the HR committee with suggestions for modifying the proposal.
- Nancy Hauserman discussed the results of the sexual harassment survey. 42,000 surveys were sent out and 11,000 responded.

V. Human Resources Update/Report, Janann Schiele

- Dean Butler has approved paying research staff time to attend ESAC meetings. Their time will be charged to a dept 2750 MFK as appropriate. Janann will work with Mary Bender and Paul Below to facilitate.
- Maureen McCormick will be providing a performance review workshop to supervisors in the College of Engineering on Wednesday, November 8. At that meeting Janann will also remind supervisors of the flex pay policy and provide them with handouts regarding the policy.
- Dean Butler and Janann met with Associate Provost Susan Johnson, Associate VP for HR Susan Buckley, and HR specialist Laura Reed to discuss the collegiate results of the Working@Iowa 2006 survey. Dean Butler and Janann will share the results with ESAC at a meeting on Wednesday, November 15, 2006.
- The College of Engineering Winter Party for faculty and staff will be on Monday, December 4, 2006, 5:00-7:00 p.m. in the Pierce Atrium, Seamans Center.
- In regard to the inquiry about the results of the sexual harassment survey done in 2004, no collegiate results have been given to the Dean or Janann. Janann

reported that sexual harassments complaints in the College of Engineering are extremely rare. Informal complaints are heard by the DEO, associate deans, and directors of their respective departments. Formal complaints are heard by the Office of Equal Opportunity and Diversity. Janann recently polled all departments regarding informal complaints in the College in 2005-2006 in order to report to EOD. The College had no informal complaints. Janann reported that we did not have any formal complaints either. There have not been any informal complaints for the past several years. Janann noted that this speaks well to the faculty, staff, and students of the College of Engineering.

VI. Old Business

Mary Sheedy award.

- Mark Wilson will post Mary Sheedy award announcement and nomination form on the website
- Susan Beckett will request that Dean's Office coordinate the nomination and review process beginning with the 2007 Mary Sheedy award.

New Business

Web Design

- Mark Wilson will work on creating template form for staff to submit photo and/or list of accomplishments for CoE website

VII. Announcements

- Next meeting will be November 15, 2006 in 3111SC

VIII. Adjourn