

**Engineering Staff Advisory Council**  
**November 15, 2006**  
**3111 Seamans Center**  
**8:30am – 10:30am**  
**Minutes**

Attending members: Susan Beckett, Margaret Evans, Ginny Miller, Dawn Marshall, John Millsap, Rebecca Whitaker, Mark Wilson, Megan Allen, Chris Schwarz

Administrative Liaison: Janann Schiele

Guests: Dean Barry Butler

- I. Dean Butler, College results from Working @ Iowa survey, 45 minutes
  - a. Question of amount of emphasis to be put on survey results given College of Engineering had one of the lowest response rates in the University
  - b. Main Findings
    - i. College of Engineering responses are similar to University wide responses
    - ii. Areas of “Disagree” responses should be considered by the College of Engineering for action
  - c. Discussion and Questions
    - i. About response rate, Human Resources plans to offer survey every two years, is there a plan to increase response rate?
      1. Because there was nothing statistically significant in the results, there is a question of if survey will be used again and/or rewritten
      2. College of Engineering should provide feedback and suggestions to Janann Schiele
    - ii. Areas the College of Engineering may want to address
      1. Poor performance management
        - a. Training supervisors on how to conduct performance reviews
      2. Fair distribution of workload
      3. Address diversity at mid-level staff positions
  - d. Concerning staff awards, Dean Butler asked of the council:
    - i. Is there a way the College of Engineering can get a working system to get more people nominated and awards presented?
      1. Council responded with suggestions including the distribution of nomination packets to units and announcements on the informational screens throughout the college
- II. Approval of October 26, 2006 Minutes
  - a. Minutes approved as amended
- III. Old Business

- a. 2007 Mary Sheedy Staff Excellence Award Update
  - i. Dean Butler approved the move of administration of award to Dean's office
  - ii. Information about award and how to nominate should be placed on the ESAC website
  - iii. Remove years of service
  - iv. Require two letters of support, suggest a variety of sources

IV. Subcommittees

- a. Action Items
  - i. none
- b. Budget Requests
  - i. List of events and funds requested presented by Social Committee
    - 1. There will be an application for a grant to fund Staff Appreciation Day luncheon in addition to listed events
    - 2. Motion made and seconded to approve budget request
    - 3. motion approved
    - 4. Budget request will be submitted to Human Resources budget officer
  - ii. Advertising Budget will be discussed at a future meeting
- c. Reports
  - i. Social Committee, Margaret Evans
    - 1. Halloween activities were a success with positive feedback from staff
  - ii. Susan reported that the committee had discussed a number of options and decided to prioritize work on a Staff Activity Summary. More details will be shared at the December meeting.
  - iii. Explore Engineering Series, Megan Allen
  - iv. Communications, Mark Wilson
  - v. Executive Committee, Susan Beckett, provided via email after meeting
    - 1. Designate Council members to attend events like the State of the College Address in order to assure Council representation, to take notes, and to report back to the Council.
    - 2. Explore the possibility of a Collegiate Professional Development Fund that could assist employees when their unit is unable to fund or fully fund a professional development opportunity.
    - 3. Publicize and promote staff award opportunities using variety of methods, including posters and website announcements. Draft operating guidelines for approval of council-sponsored activities/actions/proposals.
    - 4. Next Executive Committee meeting with Dean Butler will be on Friday, December 15

V. Human Resources Update/Report, Janann Schiele

VI. University Staff Council Update, Ginny Miller

- a. UI Staff Excellence Award will be presented to Linda Wheatley
  - i. ESAC will cosponsor, John Millsap will work with Janann Schiele

VII. New Business

- a. Web design, Mark Wilson
  - i. Tabled until next meeting
- b. 2007 ESAC Elections, Megan Allen
  - i. Tabled until next meeting

VIII. Announcements

- a. none

IX. Adjourn