

Engineering Staff Advisory Council

August 28, 2008

NADS

Minutes

Council Members Present: Susan Beckett, Diana Harris, Pete Haug, Philip Jordan, Dawn Marshall, Andy Veit, Sarah Williams

Liaison: Janann Schiele

- I. Call to Order – 8: 34 am
- II. Minutes approved as submitted.
- III. Liaison Committee Reports
 - A. University Staff Council – no one present
 - B. Human Resources – Janann Schiele reported sexual harassment training will start with supervisors, but will extend to all people in College of Engineering. The Working at Iowa survey will be out again, October 14- November 3. Survey ambassadors are needed and would need to attend orientation meetings. Dawn and Pete agreed to be ambassadors at NADS and IIHR if needed. However, the general feeling of the members of ESAC was that without visible action resulting from the previous survey, it would be difficult to promote participation in this one.
- IV. Amendments to Bylaws approved unanimously.
- V. Shared Governance
 - A. It was agreed that members of ESAC would attend the University Staff Council meetings. Andy will prepare a volunteer sign-up sheet for ESAC members to indicate which University Staff Council meetings they will attend. Janann suggested ESAC encourage College of Engineering employees to run for positions on University Staff Council.
 - B. Draft letter concerning interaction between shared governance groups on campus – Phil summarized a draft of the letter from the Executive committee. Motion carried to send letter to University Staff Council with copies to President Mason, Dean Butler, Susan Buckley and other appropriate parties.
- VI. Old Business

- A. Bike racks at Seamans Center – Diana contacted John Millsap, who forwarded her inquiry to an appropriate party, but there has been no response to date.
- B. Staff web profiles – ESAC had asked that the College of Engineering include staff in the request for the electronic CV contract, but staff were not included in the request. Photos of staff that came to the photo session and release forms will be made available at the Welcome Back Breakfast on September 12.
- C. Staff Service Award and Leave – Service leave and the concept for the award are different topics. ESAC members feel the concept for a staff service award is different than the Mary Sheedy Award. Susan, Diana, and Phil will draft a description of the award for presentation to Dean Butler. An example of service leave is filling sandbags in preparation for the flooding in June. ESAC will look into how other institutions implement this kind of leave.
- D. SharePoint - SharePoint is useful, but is it difficult to manage documents in folders. ESAC will ask Dina to reorganize the documents.

VII. New Business

- A. Welcome Back event – September 12, Friday before Iowa vs. Iowa State football game,, 7:45-9:00 am, ESAC will provide continental breakfast on the 4th floor rooftop terrace of the Seamans Center, all faculty and staff will be invited. HyVee will be contacted to cater. Sarah and Pete will coordinate the arrangements. Andy will create suggestion cards and a suggestion box. Susan will create a poster of ESAC members. Janann will compile a list of new faculty and staff and welcome packets will be given to them during the event.
- B. Halloween Party – Sarah will put together a committee to organize this event.
- C. Committee Structure – ESAC will move to a more issue driven structure with committees formed as the need arises, with the exception of the Executive Committee which will be a standing committee. The President will draft a document each year at the end of their term describing ESAC activities for the year. ESAC will also make requests to be invited to ad hoc committees at the College of Engineering.
- D. Sexual Harassment Training – ESAC will send a short letter to Dean Butler in support of providing this training to all College of Engineering staff.
- E. Fall Brown Bag Lunch with Dean Butler – Phil will request a date in the first two weeks of November.
- F. Calendar of Events ESAC will sponsor - Explore Engineering Series will evolve into a presentation series that will include brown bag lunch presentations and reduce the number of tours to one tour per year.

Next Meeting : Wednesday, September 24, 2008; 8:30-10:30am at the Seamans Center
-Phil will reserve a room

October Meeting: Thursday, October 23, 2008; 8:30-10:30am at IIHR
-Pete will reserve a room

November Meeting: will be moved to Thursday, December 4, 2008 8:30-10:30am at CCAD

Adjourn – 10:29 am