

Engineering Staff Advisory Council

24 September 2008 Minutes – Final
SC 3220

Members Present: Susan Beckett, Diana Harris, Richard Hardin, Pete Haug, Phil Jordan, Dawn Marshall, Andy Veit

Liaisons Present: Janann Schiele

I. Call to Order – 8:35AM

II. Secretary position open – after the recent resignation of the previous secretary, volunteers were asked to carry on the secretarial duties. Pete volunteered, was elected without opposition, and will attend the executive meetings on the 2nd Thursday of each month in Phil's office (3124SC).

III. Minutes from the August meeting were submitted. Diana motioned; Susan seconded. Motion carried.

IV. Liaison Committee Reports

A. University Staff Council – ESAC members will rotate each month to have at least one ESAC member attending the UI staff council meeting. Diana volunteered for the 08 Oct meeting, Dawn volunteered for the 12 Nov meeting, and Andy volunteered for the 10 Dec meeting. Following the UI staff council meeting, the ESAC liaison will report issues relevant to ESAC to aid in communication between shared governance groups. Andy will prepare a volunteer sign-up sheet for ESAC members to indicate which University Staff Council meetings they will attend.

B. Human Resources – Janann Schiele reported that the HR unit is evaluating P&S position descriptions and responsibilities. Each P&S position is grouped into one of 20 categories, each of which will be reviewed by a panel of 6-7 people.

C. 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. Janann reported that the contract has already been negotiated to cover faculty and PhD research staff, but the electronic CV is not easily modified to those persons who do not concentrate on teaching and publishing. Phil asked the group to consider two questions: what is our goal for publishing all staff resumes and can we accomplish this goal separate of the existing electronic CV software. Our goals include visibly recognizing that all staff members contribute significantly to the success of the UI research and academic endeavors and those staff members without PhDs should be given an opportunity to promote their talents and contributions within and outside of the UI community. In other words, research at UI is in large part accomplished by staff with and without PhDs so why should only PhD level researchers get recognition and notoriety? Also this would help non-covered staff members to list community service achievements. Susan will post a CV template to the Sharepoint site.

V. Shared Governance

A. Phil will send out the draft letter concerning shared governance group interactions.

B. Workplace Adhoc Climate Committee (WACC) – six members are already on this committee and student opinions should also be solicited since the workplace changes will affect the climate for students too. The list of topics up for discussion includes expanding the writing group's services to

support faculty and staff grant writing, adding a coffee cart to the SC building, investigating home phone/internet support for faculty and staff since they are often expected to work from home.

VI. Old Business

A. Staff Service Award and Leave – Diana compiled a comprehensive list of information from other public and private universities that offer staff service leave. This provides a good precedent for a campus-wide UI policy but we will need to involve HR, the UI staff council, and likely the Board of Regents. During the next ESAC meeting, we plan to have a 15-30 minute workshop to consolidate ideas into something that can be presented to HR and/or the UI staff council. We must also check that this proposed service leave does not detract from our existing vacation allotment, but hopefully this additional leave will be allowed so that the university's reputation can benefit from staff service contributions.

B. SharePoint - No discussion.

C. Brown Bag Lunch with the Dean – scheduled for 10 Nov from 12:00 to 1:30PM in 3111SC. Susan will talk to Sarah about ordering a dessert to share.

D. Welcome Back Breakfast – feedback was all positive. The event was well-organized and the lobby was a good location for visibility. Next year the event might be improved by moving the event table into the seating area to promote longer conversations and we should encourage more faculty to stop by and interact with staff. Sending the leftover cinnamon rolls to NADS was very well received by those remote staff unable to attend the breakfast. Dawn suggested that next year we send postcards to everyone reminding them of the date and event.

E. Second Photo Session – Susan will talk to Doug about available dates for the next photo session.

VII. New Business

A. Halloween Party – Sarah is in charge but was not present to discuss needs/plans.

B. February Celebration – Engineering did not have a winter celebration last year, but ESAC would promote a celebration this year. Ideas included celebrating Valentine's Day, Ground Hog Day, a February Luau, a Where-Did-the-Iowa-Sun-Go party, and others. Critical to the success of such an event would be the involvement of IIHR, NADS, CCAD, as well as a good faculty/staff turnout from SC. ESAC would be willing to help choose the theme, run 15 passenger vans between institutes and SC, promote attendance, and power the name tag table.

C. Lecture Series – Pete will consider discussing the UNC flume project in the Spring.

D. 360 reviews – NADS staff have requested a method for employees to evaluate supervisors. The dean and institute director level have such bottom-up evaluations, so ESAC will investigate the available options for employees to evaluate their employers. The first step will be understanding existing processes for 360 degree feedback.

E. October Meeting: Thursday, October 23, 2008; 8:30-10:30am at IIHR's Conference Room;
November Meeting: will be moved to Thursday, December 4, 2008 8:30-10:30am at CCAD

VIII. Motion to Adjourn was entertained. Dawn motioned; Andy seconded. Motion carried. Meeting adjourned at 10:25AM.