

Engineering Staff Advisory Council

April 24, 2008

3210 SC

8:30am – 10:30am

Minutes

Present: Susan Beckett, Dina Blanc, Deborah Hampton, Diana Harris, Pete Haug, Phil Jordan, Sarah Williams

Liaisons: Janann Schiele

Absent: Craig Just, Richard Hardin, Dawn Marshall, Andy Veit

I. Call to Order

Meeting was called to order at 8:40am.

II. Introduction of New Members

Members introduced themselves and shared some interesting bit of information about themselves.

III. Approval of Minutes

Minutes were approved as read.

IV. Liaison Committee Reports

a. University Staff Council, Marian Muste

Marian Muste would like assistance from ESAC to create a forum to discuss the newly created Research Faculty Track with a possible goal to prepare a collegiate response that can be referenced at the 3-year evaluation of the new position. Marian provided a history of the creation of the Research Engineer and the Research Faculty Track positions. He expressed concern that 1) the Research Faculty Track was created without direct input by those who are in staff positions with similar responsibilities to faculty (e.g., Research Engineer); and 2) the Research Faculty Track position is more restrictive than the national trend. Phil will discuss this with Dean Butler and the council will further address this issue at its May meeting. In preparation, the council requested that Marian provide a document that describes the differences between the two positions.

b. Human Resources, Janann Schiele

The Staff Appreciation Luncheon is scheduled for Monday, May 19, 2nd floor lobby of Seamans Center. Jerry and Margie will cater.

It looks like raises for P&S will be at the 4% level. The college does not have supplemental funds to add to raises this year for P&S on GEF funds. P&S on non-GEF (soft) funds could get up to 5-1/2% raises.

Janann is participating in Financial Sub-Certification training that will increase oversight of accounting procedures. Beginning July 1, 2008 all deans and budget officers must sign an annual statement that declares all are following the rules. Supporting documentation for workflow will be required beginning July 1, 2008.

Janann has been participating in a review of Information Management-Finance Operations (IMFO). If you have comments, send them to Janann.

V. Officer Elections: President Elect, Secretary, Executive Committee at-large member

Dawn Marshall was nominated and elected President Elect; Dina Blanc volunteered and was elected Secretary; Diana Harris was nominated and elected At Large Executive Committee representative.

VI. By Laws Amendment

Proposal: Move elections from February to May following the May staff appreciation luncheon. Move operating year from April 1-March 31 to August 1-July 31.

Two motivations for moving the elections and operating year are: 1) ability to use the May luncheon to talk about staff council and recruit new members; and 2) increase visibility by holding elections. An additional consideration was whether the council might be too large (11 members) to generate enough interest for elections. Points raised in discussion were: not to worry too much about elections and instead focus on being

known; leave size alone until organization is more mature—we were, after all, able to fill all the openings and the number seems good for the size of the college.

Members agreed to the amendment proposal. Susan and Phil will draft By Laws amendments and distribute prior to May meeting.

VII. Year's Accomplishments

Members drafted a list of the year's accomplishments:

New Staff Welcome in Fall 2007

Fall and Spring Brown Bags with the Dean

Workplace Climate Committee convened (proposed by ESAC Spring 2007)

Members: Megan Allen, Phil Jordan, Diana Harris, Keri Hornbuckle, Tonya Peeples, Gary Christensen

Staff web profile project begun

Fall and Spring Explore Engineering Series Tours (IIHR; Water Purification & Robotics)

Halloween Potluck and Costume Contest

May Staff Appreciation Luncheon

There was a request to post the accomplishments on the website. Other suggestions for increased visibility and advertising were: use LCD screens; display "this event sponsored by" sign at all our events.

VIII. Committees and Assignments

Phil solicited volunteers to chair these committees and past activities were described.

a. Social Committee

Chair: Sarah Williams

b. Welcome Committee

Chair: Deborah Hampton

Create packet of college souvenirs and ESAC information and deliver to all new staff in any given semester.

c. Communications

Chair: Andy Veit

Maintain website, receive mail addressed to the council email alias.

d. Strategic Plan

Chair: Susan Beckett

Develop action items/strategies to increase work environment for staff based on CoE strategic plan. Diana will join this committee.

e. Explore Engineering Series

Chair: Pete Haug

Plan tours of research labs/units/centers to educate staff on all that's happening in the college.

f. Executive Committee

Chair: Phil Jordan

Formulate goals and direction; assist officers in carrying out their responsibilities.

IX. Old Business

a. Staff web profile template: table discussion until May meeting

Susan distributed copies of a web profile template. Members were asked to review the discussion of web profiles from the March meeting in preparation for an in-depth discussion at the May meeting.

b. CoE Strategic Plan Midpoint Review Ad Hoc Committee

Susan, Mark, and Andy have been meeting to discuss the P&S metrics in the college's strategic plan. They will meet with Janann on Friday, April 25, 9am-10am in 3220 to work on possible strategies to represent/measure/track P&S compensation. All are welcome at this meeting.

With regard to the Diversity segment of the strategic plan, it was noted that all P&S job descriptions include a diversity component that is part of performance appraisal. One way to measure this might be to ask supervisors to document the number of employees who engaged in diversity/cultural competency educational activities over the year and the types of activities. It was noted that it's important for educational activities to be relevant to one's job. The college could determine a desired target percentage based on the number of positions for which this is important (e.g., positions that interact regularly with students/ faculty & staff outside their units/the public).

There is no absolute deadline for completing this review. Susan is aiming to complete her subcommittee's report by the end of the spring semester.

- c. May 19 Staff Appreciation Luncheon
- d. Shared Governance

No discussion due to time constraints. Please review the shared government documents and think about who we want to be and what we want to accomplish this year.

X. New Business

- a. President Sally Mason will visit the college on Thursday, May 8. The executive committee has been invited to the luncheon. If you are on the executive committee, let Phil know as soon as possible if you cannot attend so that he can invite another member to attend in your place.
- b. Staff Service Component: request to discuss initiating a staff service component and possibly a Staff Service Award.
- c. Request to invite Jason Ayer Sears to talk about the benefits of massage and demonstrate chair massages.

XI. Adjourn

Meeting adjourned at 10:35am.