Feb. 28, 2013

Councilors Absent: Jesse P., Ryan B.

Guests: Dan Gilles, Jan W.

08:35 Call to order

Resignation: Andy Craig – hasn’t been able to commit time

Minutes approved

Additions to Agenda: River cleanup discussion

Adjunct report: Shawn summarized UI Staff Council meeting, information packet on sharepoint site

MW: Interesting how guests recognized; Staff Council president sought direct input, good way to participate in shared governance group.

March 13 Staff Council: Brandon

Jan W: Everyone should be working on performance reviews; deadline has moved up this year; anyone who has not received form from supervisors should contact supervisor.

Merit also have annual review but salary not tied to performance

New change: everyone receives overall review

HR across campus working to achieve 100% Sexual Harassment program completion (every three years); Regents are requiring compliance by April 1, working to achieve by March 15. Faculty, staff, TAs. New staff receive in 1st 6 months of hire, every 3 years thereafter.

Grad students are required to take training?

JW: There is specialized TA training that deals specifically with students, teaching role.

Working at Iowa Survey

JW: share results, what should we do with results to engage more with staff?

Report provided by central resources; PS/SEIU are highest group; presentation of data by Jan (also available on College of Engineering web site).

One result: staff see fewer opportunities for advancement than faculty.

College of Engineering levels of agreement generally higher than UI overall; shows the College is a positive place to work.
Survey shows where things are working well, where we need to focus on improvement.

Workload distributed fairly is most disagreed with; 75% positive.

Comp & Class intended to provide clarity in terms of skills needed for advancement, it seems this was not understood.

MW: responses overall are really positive.

JW: Participation shows that Faculty and Staff are engaged and feel positive about their work.

- Anything about responses surprising?

SA: information available to everyone?

JW: reports submitted to NADS, CCAD, IIHR – results shared with Engineering faculty, administrative councils; publication of actual report soon on college website.

MW: Let people we work with know about positive impact – close the loop, encourage future participation.

JW: Plan to use results to further engage faculty & staff for improvement, areas to look into; asking for ESAC participation to help gather additional staff input, steps that can be taken.

Central HR suggestion to identify what is actionable, low hanging fruit, most actionable item that staff would value, have a direct impact – things to think about.

JW: workload seems to be an issue, how do we address that?

JR: Small departments might be more difficult to address – maybe departments can get together, determine best practices, ideas to try – need to look at.

BB: people can be getting preferred tasks – quantity vs. quality? Maybe echoes of early retirement, people still overloaded with that.

MW: There was a conscious effort to reduce size of survey; maybe it’s just fewer people doing the work. #20 might just be ignorance, how often do people look for opportunities?

JR: some people may be thinking about where they work, not UI overall.

JR: Can discover jobs by accident, but it would be nice to know about. Maybe something that would be nice.

BB: City North Liberty procedure for new openings – email goes out, lets people know what positions are available.

JW: Does group think we should consider doing something like this? What follow up steps should we take?
MW: #10 seems low, maybe another item we can address. Work, social events are not “bipolar”, they need to fit together. Didn’t think we would get good results, but survey seems fantastic.

JW: Follow up at next meeting on items we discussed.

Committee reports

Exec = Dean meeting April 8, communicate ESAC progress, 1st formal meeting with Alec. Would like another meeting before end of ESAC year, but may not happen due to the Deans schedule.

Elections: Jesse – mentioned didn’t think any election related activities, but he asked about eligible staff list. What kind of timeframe is needed to generate the list?

JW: A couple days’ notice.

Ryan is working on updating web site for awards, April 12, asking for volunteers to participate.

Social events: Chili cook off won’t happen this year, skipping a year might make people miss it.

JW: Budget hasn’t been touched, not a good thing in College, probably won’t get a budget next year if we don’t use it.

Sandy – Treats before elections? General consensus is yes, let’s do that again.

Elections – May-ish.

JR: April 15? Monday – JR, KM, JS to assist Sandy

Publicity & Communications – Still working on logos, got some feedback from last time; would be nice to choose one.

Voting for favorite: #2 2; #5 6

Can talk about branding now that we have a logo.

Clip art purchase $19.00 for logo; T-shirts would be good for community events.

KM: College of Engineering logo on front, ESAC on back

BB: minimum order 15 units

MW: committees need to submit request for expenses.

JS: New posters for distribution

SG: Several people coming/going in College.

SA: Point of order – names of College add/drops in minutes? Can report at end of year, no need to include in scheduled meeting minutes.
KM: didn’t write them down, but there are a few.

Get to know the college (Ryan) – there will be a get to know the college event, luncheon, March 14, tour of Engineering Technology Centers w/Doug Eltoft.

Bylaws: Troy and Mark; dusted off bylaws, hope to have something to present by end of ESAC year

Art: no report

Community involvement: Trying to coordinate river clean up April 20 before riverfest, would like to see more volunteers from ESAC. DNR, Office of Sustainability help. Any discussion?

SG: Make a difference day newspaper article.

B: stick with Saturdays, if people want to bring kids, parents will be responsible.

SS: IC having a river cleanup mid-june IIHR (dam) south; can share date with IC

Brandon will be POC for cleanup event

Old Business

MW – due to time, let’s skip for now but leave in there b/c it’s good to keep thinking about improvement.

SS – small group meeting about College of Engineering intranet: forms, information Looking for information about what could be included on page.

JW: not a lot on intranet right now, what’s on there is a list of resources (personnel), computing group.

SG: different forms; monthly staff meetings posted, events, new every monday

SS: someone was going to check on how people use the intranet page

MW: who will manage it?

SA: social networking – DOT is amazing, they use email, list serves; intranet requires active participation rather than having information presented.

SG: brings departments together, people don’t typically engage

MW: Need something to draw eyeballs

SS: facility management uses intranet as home page; concern how different departments would use, need to make sure access is easy. Next committee meeting will probably come up with ideas of best practices, how departments are using intranet
SS: Volunteers – is there a cause or effort we want to undertake on a regular basis, or continue one at a time event? Should be a commitment to a cause or group agreement on how to participate? Received a couple emails last week re: Stem, other campus events; encourage staff participation.

JS: engage other staff, build a community, get to know co-workers better, beyond ESAC

MW: addresses work/life balance

SG: front energy might need to have ESAC to establish, organize – people join more if it seems there is something happening.

SS: zone in and pick something, easier to chat with people about involvement if there is something concrete; volunteer to participate; worth talking to Becca and get more engagement

Daniel: routinely give tours to STEM workplace learning; maybe other departments that don’t routinely give tours

MW: What about nominating people for participating in ESAC instead of asking for general nominations. These people would be contacted and told you’ve been nominated, would you like to participate?

SS: would be worthwhile, maybe should contact person to see if they are interested

JR: good way to reach out

MW: If there are no objections, let’s try it in a more formal way this year.

Anything from the floor last minute, concerns, questions?

SS: Concern about the ESAC budget

JW – needs to be spent by June

Upcoming events and opportunities: Treat day, awards, ESAC/College of Engineering Branding

BB: email prior to next meeting, budget allocations to be finalized at March meeting

BB: Color for t shirts?

Gold with Black letters

Meeting Adjourned 10:15