Engineering Staff Advisory Council

December 1, 2010 Minutes – Final
Conference Room 202 ERF

Members present: Mark Wilson, Diana Harris, Kandy Munson, Deborah Hampton, Daniel Johnsen, Shawn Allen, Angie Schenkel,

Members missing: Troy Lyons, Andy Craig, Ryan Baumert, Dina Blanc

Liaisons present: Jan Waterhouse, Associate Dean Keri Hornbuckle

I. Call to Order – 8:33am

II. Minutes from previous meeting
    a. Minutes from October meeting are approved with no corrections.

III. Associate Dean Hornbuckle – Strategic plan involvement
    a. The College of Engineering is developing a new strategic plan that must tie into the University’s. This gives us the perfect opportunity to imagine what we can be as a college. Keri has been charged with speaking with college members about what they would like to see happen – specifically things that the Dean’s office might not otherwise recognize on its own.
    b. Keri believes that one area of focus could be the opportunity to recruit more women to the College and a suggestion is made that CoE could work more closely with WISE. Parts of this campus can be very insular, and CoE seems to have done a very effective job of reaching out to other organizations and parts of campus. Anything we can do to reinforce that attitude and strengthen those communication lines is positive.
    c. It is suggested that getting out into the elementary schools and junior highs might be a good area of focus for the college. Keri agrees and confirms that CoE is heavily invested in this currently.
    d. Greater integration of the teaching and research sides of CoE is of particular interest, specifically with those organizations where almost no integration currently exists. Dean Scranton is currently looking for ideas. Other labs have challenges with student involvement due to their distance from the main campus. The Cambus infrastructure already exists, so this may simply be a matter of effectively relaying the information to the students. Open houses for all the research units, expanded summer research programs for students, and an increase in space for crowded labs are all ideas which might serve to help this issue.
    e. Involvement in campus-wide committees something Keri highly suggests for all staff. The Dean’s office would be happy to help work with supervisors to find the time to support this and also to help identify potential committees and organizations to be involved with.

IV. Liaison Committee Reports
   a. UI Staff Council meeting 10-13-10 – Deborah attended and the meeting notes have been posted on the Groupshare site.
b. Human Resources, Jan – Sexual harassment policy revisions have been approved and will be going to the Board of Regents soon. They are procedural and the policy hasn’t changed at its core. The reporting process has been changed – a small group of people (HR representatives or the Dean’s office) are solely responsible for resolution.

The parental leave policy is being looked at again in an effort to standardize leave issues between moms, dads and adoptive parents. The Board of Regents is interested in establishing an inter-institutional committee to address this and more information will be available in the future.
   i. UI Staff Council survey on shared governance – no info.
   ii. Any reports of harassment in the college? – no info.

V. Old Business
   a. Diana will write to Amber Seaton and invite her to the January ESAC meeting. We hope to extend the dialog about what is happening with shared governance across campus.
   b. Publicity committee – The ideas from last meeting still need to be discussed and developed. They will meet soon as elections will be coming up in a few months.
   c. Violent crime training – As per last month’s discussion, Diana would be willing to send out an email to gather potential interest in bringing this to CoE. There is an idea to have a training review (or a development course) section on the website that would provide information in the form of “Here is a training session I went to and here is what it was about.” Angie is willing to write 3-4 sentences on why someone might be interested in attending the crime response training. Diana will talk to Dina about creating a page for this information.

VI. Committee Reports
   a. Executive Committee –
      i. Meeting with Alec Scranton – Most of this focus of this first meeting was introductory, with the remainder focused on potential staff involvement in strategic planning. Alec seems very interested in staff input across the board.
      ii. Meeting re: tuition increment – Diana met with Alec regarding a tuition increment as he was gathering input from faculty, staff and students. They discussed how the increased revenue might be spent and how it would affect staff. Diana conveyed some ideas about how the Machine Shop might be expanded to make it place where students could go to learn and produce for assignments.
      iii. By-laws change re: staff awards – This has been sent to Dina to be updated on the website.
   b. International/Diversity – December 21 will be the International Potluck in the student commons and details will be emailed to staff.
   c. Social Events –
      i. Halloween and Thanksgiving – Approximately fifty people attended the Thanksgiving event making it incredibly successful. Great job guys!
      ii. Budget? – No budget figures have been compiled yet. Ryan is working on compiling each event as it happens. There is concern that it will be hard to get a budget to Jan for next year if we wait for everything this year to be completed.
   d. Publicity/Webmaster – no news.
e. Other committee reports – none.

VII. New Business

a. How to function as a shared governance group – It appears that there might be a greater opportunity than existed in the past with members of the Dean’s Office so enthusiastic about obtaining staff input. ESAC definitely needs to capitalize on that. The first opportunity will be with the strategic plan.

b. Develop a sustainability team? – Liz Christiansen’s suggestion at the UI Council meeting was to develop a team involving a diverse group of people that could bring strategies and sensibilities to different areas of the College. If anyone is interested in participating, please let Diana know. The success of this movement will be for individuals to begin programs in whatever scope they would like.

c. Report on Brown Bag lunch with Keri? -- Diana asked if anyone took notes as several ESAC members weren’t able to attend. It is suspected that Susan (?) might have done this.

d. A question for Jan is posed regarding electronic signatures to prevent document printing just for signatures. Jan replied that the new electronic workflow initiative was meant to address a large portion of that.

It seems that maybe this hasn’t permeated all the way down to the departmental level year and hopefully when they get there, they will allow departments latitude to create customized forms and workflow that brings together HR, finance, and academia.

Jan is happy to talk more about the concept of electronic signatures if anybody has any good ideas that are reasonably easy to implement.

VIII. Move to adjourn, 10:19 am. Next meeting is January 26, 2011 at SHL (IIHR) from 8:30 to 10:30AM.