Engineering Staff Advisory Council
January 26, 2011
Conference Room SSH/IIHR

Members present: Angie Schenkel, Diana Harris, Kandy Munson, Dina Blanc, Mark Wilson, Ryan Baumert, Andy Craig, and Deborah Hampton

Members missing: Shawn Allen, Troy Lyons, Barbara Booth

Liaisons present: Jan Waterhouse, Amber Seaton

Visitor: Susan Beckett

I. Call to order: 8:34

II. Minutes from previous meeting
   a. Minutes from December meeting are approved with corrections.

III. UI Staff Council President Amber Seaton
   a. UI Staff Council distributed a campus wide survey asking questions about shared governance and they received a 30% response rate. They are reviewing the data and plan to release results by the end of February 2011.
   b. A new shared governance web site is being created and is sponsored by the Provost’s Office.
   c. UI Staff Council is in the process of changing the voting structure such that everyone will vote for representatives in the same job classification. Staff Council is also proposing that staff vote for a representative from each org, but that change has not yet been agreed on. At present there are only 6 orgs that are not represented, so the numbers of departments represented are pretty good now. Amber said there has been an Ad-Hoc Committee working on these changes for the past year. Their hope is that these will go into effect for the 2012 voting session.
   d. UI Staff Council is unveiling a new website at the end of February that will provide interactive aspects, you will have the opportunity to leave comments, and Amber will post a summary of each meeting, before the minutes are posted the following month.
   e. Each month the Executive Committee meets with the Ad-Hoc Sustainability Committee, monthly meetings with President Mason, and bi-monthly meetings with Provost Butler.
   f. The Executive Committee is working with VP Robillard to establish a more regular meeting time.
g. New strategic plan – involving shared governance – how to get staff involved
h. Develop how ESAC can present ourselves as a strategic planning asset.
i. Be constant in voicing your group decisions.
j. Amber will list examples of “best practices” on the shared governance website.
k. Elections for Staff Council are coming up in April, so if you are considering running, plan on allowing 4.5 hours each month to the council.
l. The UI Staff Council committees include: Education Committee, Award Committee, HR Committee, Elections Committee, Bylaws Committee, University Government Relations Committee, and Committee on Committees, as well as come ad hoc committees Amber recommends that if you are going to go out for Staff council, prepare to campaign yourself to make sure others around campus know who you are and vote for you. The UI Staff Council year runs from April 1 – March 30 of the year
m. Direct Research Faculty track questions to Ed Dove, president of UI Faculty Senate

IV. Liaison Committee Reports:

a. UI Staff council meeting 12-8-10 – Mark Wilson attended and the meeting notes have been posted on the Groupshare site.
b. UI Staff Council meeting 1-12-11 – Kandy Munson attended and the meeting notes have been posted on the Groupshare site.
c. Human Resources, Jan Waterhouse – Has not heard back from EOD regarding the report on harassment in the college and has again requested a response.
d. P&S Classification and Compensation job families will be released to staff on February 28. P&S staff will be able to see what your new job function will be on the Self Service website. Those who completed their JIF will have an opportunity to appeal the classification decision immediately, while those who did not complete a JIF, or are new to the University, will have to wait until October to appeal. There will be a moratorium on classification changes April - October 2011. The classification changes will take effect July 1, 2011. Phase 1 is classification and Phase 2 is compensation, which will include calculating market based salaries and will take effect July 1, 2012. By going to the Classification & Compensation page on the HR website, you can see how your classification was determined. Appeals are limited to what you stated on your JIF (Job Information Form). Central HR will make the final decision on all appeals. There was vibrant discussion regarding the fate of research engineers’ status, and what that outcome will entail.
e. Dina requested that ESAC and COE staff schedule a Brown Bag with Jan, Dean Scranton, Keri Hornbuckle, and Doug Eltoft on Wednesday, March 2, 2011 12:00 – 1:00. NADS will be teleconferenced in for the meeting. Diana and Dina will send out an e-mail notice of the Brown Bag.
V. Old Business:
   a. Keri Hornbuckle – Brown Bag – discussed COE Strategic Panning. Pass any ideas you may have for the future of the College on to Keri either directly, or through Diana. We hope to hear more about the Strategic Plan at the State of the College of Engineering on February 1, 2011 3:00 pm in room 2217 SC.

VI. Committee Reports:
   a. Executive Committee – good bye to Dan, thanks to Deborah, hello to Barbara Booth
   b. Elections Committee - No report – 4-5 seats up for election
   c. International/Diversity - Deborah Hampton
      i. Winter Potluck held in December was a mild success. We had 10 students, and 5 staff (one with their family) attended. It was decided by the committee that we would try to have the potluck during the Thanksgiving break. The students who attended were very appreciative and hope more will attend the next one.
   d. Social Events Committee – Ryan Baumert
      i. The Holiday Cookie event was a huge success. Hot Chocolate and coffee were provided by ESAC and staff brought cookies to share. There were a lot of cookies.
      ii. Chili Cook-off-Redemption will be held February 17 2nd floor SC John Deere lobby. Great Chili and a very good time.
   e. Publicity/Webmaster – Angie Schenkel and Diana Harris
      i. Photos were taken of ESAC members today for ESAC/election promotion. These pictures will be distributed through the COE (SC, CCAD, SSH, and NADS).
      ii. Will discuss posting training opportunities for staff on ESAC website.

VII. New Business:
   a. Still need to consider how to be part of shared governance.
   b. Diana will create a best practices document for the shared governance site. Examples will be drawn from ESAC activities.
   c. Develop sustainability team? – Deborah will reserve conference room at USB and arrange presentation/tour of 3rd floor USB which is a UI model for a sustainable office space.
   d. Invite Susan Johnson-Ombudsperson Office, for presentation on e-mail etiquette.
   e. Have ESAC monthly meeting at the Wave Basin after the signs are up in the spring.
   f. Diana and Jan will discuss possible topics before inviting Georgina Dodge-EOD.
   g. Next brown bag with Dean Scranton to discuss building changes in February. Dean Scranton may mention ESAC in his State of the College address on February 1, 2011. Diana has provided information to him.

VIII. Announcement:
   a. Dan Johnson has taken a job with the UI College of Medicine and Barbara Booth has graciously accepted to represent in his place, as per ESAC by-laws.
b. Need someone to sign up for the March UI Staff Council meeting.

Meeting adjourned 10:32. Next meeting is February 23, 2011 at NADS from 8:30 – 10:30 AM.