Engineering Staff Advisory Council

August 25, 2010 Minutes – Final
IIHR - SHL Conference Room

Members present: Ryan Baumert, Mark Wilson, Diana Harris, Kandy Munson, Deborah Hampton, Andy Craig, Daniel Johnsen, Shawn Allen

Members missing: Dina Blanc, Angie Schenkel, Troy Lyons

Liaisons present: Jan Waterhouse

I. Call to Order – 8:37am

II. Minutes from previous meeting
   a. Minutes from July meeting will be approved in September.

III. Liaison Committee Reports
   a. Human Resources, Jan Waterhouse – Class and compensation update: They are working through some delays and still in the placement committee process. The hope is to wrap up by the end of the fall semester so individual communication can begin in early spring. This will allow for several months of appeals, and the changes are scheduled to go live on July 1, 2011. The compensation/open-market evaluation phase is slotted for July, 2012. Jan will be involved in the appeals process, but currently is unaware of any details. Is there a role that ESAC can play in this process to ease fears, provide information or is this better served in a purely HR capacity. Jan will mull that question over for a little while. Jan reports that there is a change in the travel reimbursement plan – In the past there was no firm deadline for reimbursement but now things must be submitted within 120 days of return date.

IV. Old Business
   a. Meetings – The day of the month has been changed. Dan will verify that we’ll have the NADS conference room in September.
   b. Contact EFC and ESC – Diana will wait until next week to contact them. If anyone has thoughts or opinions on specific topics for discussion, please let Diana know.
   c. Staff Service Learning – One avenue to pursue might be to contact a UI Council member that somebody knows. Otherwise, it will be filed away for future use.

V. New Business
   a. Groupshare demo https://groupshare.uiowa.edu/teams/ESAC -- The minutes and agenda will now be placed directly on this site for each month. The council
can utilize the alerts and conversation features but these features are only useful if utilized. All members agree to set up their alerts. A custom view for 2010-2011 will be created.

b. Bylaws – The Executive committee will review the bylaws and all council members are invited to do the same. The Exec committee will find discrepancy, recommend changes, etc. One potential discrepancy relates to a mention of the Budget and Planning Committee but ESAC does not have their own budget. Jan requests that a list be compiled of events for the past year where any amount of money was spent (that was provided by CoE). This will give her a better idea of how much was spent so she can more easily justify a request.

c. Committee reports

i. Executive Committee – Are there any suggestions for topics for a Brown Bag lunch with the Dean? The budget has been the topic de jour for the past few years but there doesn’t appear to be much to say about it at the moment. The council is in agreement that we don’t want to set up one of these events if there is nothing topical to discuss. This could be a great Discussion to start on the Groupshare site.

Workplace Environment Committee – Diana discussed the reconstitution of this committee and both agreed that it is vital that it is associated with a specific charge or it is likely to die out again. Is there any interest in the council to take up this cause? A member mentions that it seems as though there was a communication issue the first time this group was formed. Diana gave a short version of the history and discussion followed about the merits of such a group. Everyone was in agreement issues appear to exist, but it is tough to say that there is a specific “problem” to address. Jan could request information about reports (specific to CoE) in which an incident occurred. Any outstanding issues of harassment should be obvious in these, and appropriate action could then be taken.

Member’s handbook -- Diana will draft a 1-2 page intro to ESAC. It may contain a list of past accomplishments, information about fluid committees, administrative information. This could also work well as a recruiting tool with the general public of CoE in that it will explain who we are and what we do.

ii. International/Diversity – Flags have been mounted but fundraising is not over. Maintenance and upkeep will still be necessary. There is discussion of a planned event to unveil to the College and a suggestion is made to open it to the entire University.

iii. Social Events – A luau has been scheduled as the August event. There will be 13 total events throughout the year (including the flags open house). The committee will create a folder and upload the list for the year/past advertising/flyers/etc.
d. Other topics

i. More EAC discussion – Diana respectfully disagrees with the notion that the EAC is a place ESAC doesn’t belong. The very notion of shared governance means we should be part of the conversation but there is no point in continuing to bluntly ask. A case could be made by surveying the various Colleges about how they handle this.

ii. Publicity/Webmaster – Angie has contacted the UI-Staff Council about having a representative from all shared governance groups to meet together and say “we do this” and “we do that” and “how did you overcome this?”

Deb agreed to help Jan organize the College tours idea as per the last ESAC meeting. Dina has some survey creation experience and may be willing to help draft the survey document that has been discussed in the past.

Please set up your Groupshare alerts!

VI. Move to adjourn, 10:24am. Next meeting is September 22, 2010 at NADS from 8:30 to 10:30AM.