Engineering Staff Advisory Council

October 26, 2010 Minutes – Final
3511 Seamans Center

Members present: Angie Schenkel, Troy Lyons, Diana Harris, Kandy Munson, Dina Blanc, Daniel Johnsen, Ryan Baumert

Members missing: Deborah Hampton, Shawn Allen, Andy Craig, Mark Wilson

Liaisons present: Jan Waterhouse

I. Call to Order – 8:35am

II. Minutes from September – Minor typos are fixed; move for approval, seconded, minutes are approved.

III. Liaison Committee Reports
   a. UI Staff Council 10/13/10 – Andy attended and emailed a summary (TO BE ATTACHED).
   b. Human Resources – Jan
      i. UI Staff Council survey on local governance – This was sent on October 13. Jan will help to disseminate the results with Diana and valuable lessons will surely be gleaned.
      ii. Can ESAC help with classification and compensation process? – Because of the unfinished status of the overall process, this is currently an unanswerable question. The appeals process hasn’t been fully defined yet so it is difficult to speculate where ESAC may be able to contribute. Jan will inform Diana as she hears more updates. The compensation process might be a more delicate issue as “market value” will mean different things to different people and ESAC might be very helpful in proactively spreading information about the process the committees will be following. Compensation will most likely follow classification by a year.
      iii. Any reports of harassment in the college? – Jan has asked to be provided with the numbers and categories of complaints over a 2-3 year period. She will look at the data and follow up to see how it might be shared. It can be a tricky process to release information about certain things when overall incidents numbers may be low. Hopefully this information might be ready by next meeting.
      iv. Professional improvement report – Jan gave quick summaries of the variety of events that the administrators have attended this year and the hope is that this pool of money will be renewed for opportunities next year. Jan has spoken with the administrators of the research units several times but so far it doesn’t sound as though there are any opportunities for those staff members unless they are tied to specific funds.
      The council briefly discussed whether it would be appropriate for the research units to identify opportunities in which they are interested so they could work on a proposal to Central HR. There was no definitive answer, but the
IV. Old Business

a. ESAC Member’s Handbook – Diana updated some information about the committees and Dina will put it up on the website.

b. UI Staff Council response – Amber Seaton let it be known that if there are any questions or topics ESAC would like to discuss at one of their meetings, she would be happy to place it on their agenda. Diana will also invited her to one of our upcoming meetings. Amber believes that the UISC is currently developing the concept of liaisons from several different campus shared governance groups getting together and ESAC will follow up on this at a future date.

c. Groupshare alerts – The council members all gave a resoundingly non-committal “yes” to the fact that their alerts have been set up and are working to their satisfaction. Diana and Dan are available to help in the event anyone has any questions.

V. Committee Reports

a. Executive Committee

i. Create budget committee – The social committee is currently working on gathering relevant charges from the previous year. They will work with Jan and Angie once they have the necessary information to create a budget to submit.

ii. Modify the bylaws – The wording was modified slightly: “Self nominations can be made for Staff Community Engagement Award” – append to 1), under Scope of Concern.

Move to approve, seconded, vote is unanimous with no further discussion.

iii. Brown Bag lunch with interim dean – Scheduled for November 4 with Alec Scranton. ESAC will offer a forum for any anonymous questions and will prepare some in advance. Diana will share this list with the dean and will solicit submissions via email.

b. International/Diversity

i. Flag project report – Deborah is out sick, but Jan reported that the presentation was well-received by the EAC.

c. Social Events – Ryan made the announcement for the Halloween potluck and the flyer is on the Groupshare site. Thanksgiving is coming up. Some council members will check on whether a Coke Funds form was submitted for the upcoming Brown Bag to provide cookies and punch.

d. Publicity/Webmaster – The council brainstormed some great ideas for promotion. One idea is for an informative card to be sent out (a la something ITS has done in the past) or to potentially do an email. One bullet highlight could be that staff is encouraged to participate in ESAC committees if they so desire. More specific ideas would have to be developed for exactly what else the cards might point out.

Quick idea: “[Picture of Shawn] Do you know this guy? We didn’t either.” Council members will continue develop ideas like this as they stuck by them like so many bolts of inspirational lightning.

e. Other reports/new committees – None.
VI. New Business
   a. How to become active in shared governance in CoE – Reports are that preliminary conversations with the interim dean indicate a climate that seems to be very inclusive of staff concerns and opinions. Back when the previous dean was hired, the college held focus groups and it was an occasion when staff and faculty experienced collaboration. This might be a good suggestion for something to attempt to revive. Diana will ask Amber Seaton to address ways in which the UI Staff Council exists as a shared governance group for the university and to see if there are parallels with ESAC’s situation. (For instance, they benefit from Sue Buckley’s presence just as we benefit from Jan’s.) A suggestion for the perpetual issue of the EAC is to continue to keep bringing issues before them. If we keep thinking of things to take to the EAC and they might get used to us being there.
   b. Other topics – Jan mentioned a Public Safety Violent Crime Emergency training program that some staff members took part it. It was a great experience and might be something worthwhile to see if more people from the college want to be involved with.

VII. Move to adjourn, 10:26am. Next meeting is December 1, 2010 at CCAD/ERF from 8:30 to 10:30AM.