Engineering Staff Advisory Council
February 23, 2011
Conference Room NADS

In Attendance: Diana Harris, Mark Wilson, Kandy Munson, Deborah Hampton, Shawn Allen, Andy Craig, Ryan Baumert, Barbara Booth.
Members Missing: Angie Schenkel, Dina Blanc, Troy Lyons
Liaisons present: Jan Waterhouse

Call to Order: 8:40 am

Minutes from January meeting: Diana will make changes and post as final.

Liaison Committee Reports:
  UI Staff Council:
  a. Need someone for March – Shawn Allen will attend the meeting.
  b. UI Staff council survey on share governance - not received from Amber.

  COE HR Representative - Jan Waterhouse
  a. EOD has not responded to Jan’s request for reports on COE sexual harassment, she will request them again.
  b. February 28 – new P&S job classifications will be released. Individual classifications can be found on Self Service website.

Old Business
  a. The March 2 brown bag to discuss classification results with Jan Waterhouse has been moved to 3111 SC – Diana will send out an e-mail that includes a link to the Comp & Class website.
  b. Sustainability – Deborah will reserve USB Conf. room for the ESAC March meeting. A tour will follow the meeting.
  c. Diana will invite Georgina Dodge to ESAC to discuss diversity in the College of Engineering.
  d. Diana will invite Susan Johnson to give her e-mail etiquette talk.
  e. Meeting at Wave Basin. When?
  f. Training opportunities on web site. – put the Violent Incident Survival Training on the ESAC website.

Committee Reports

Executive Committee:
a. Executive Committee will present a list of topics for Dean Scranton regarding the COE work environment at the Executive Committee meeting with him. Diana has posted this list on the group share site. http://myweb.uiowa.edu/hamiltons/sharedgovnearu.html

b. Reinstate or make supervisors aware of two awards offered for exceptional performance on the job - SPOT – a onetime payment for doing something extra $75.00 and the Exceptional Performance Award (this award is up to 5% of the persons salary and can be given an unlimited amount of times.

c. Reinstate the Staff Profile to Fred Streicher’s weekly e-mail – Susan Beckett has details.

Elections Committee:

a. Troy – what point do we send e-mail out? Include Publicity Committee will help advertise elections. Carrie Hogarty has list of staff to whom to send the email.

International/Diversity:

a. Still accepting donations for flags. At Research event would like set up a booth like last year. We will design a new poster; Mark Wilson has offered to print it at IIHR.

Social Events:

a. Chili cook-off a success! Deborah won.

Publicity/Webmaster:

a. Create a template for staff to fill out – for posting staff recognition on COE Website. Get staff to go to the Spring Awards event.

  b. Pictures of Staff retake – do we want to promote this? Yes – Diana has jpgs – if you want them.

  c. Do we want to have pictures taken every year? Cost of photographer – perhaps this could be a budget item for ESAC next year.

Awards Committee:

a. Mary Sheedy Award and Staff Engagement Award notice need to be sent out - Mark Wilson and Troy Lyons are on this committee, contact Mark if you want to be a part of this committee.

  b. Need someone from outside the college to participate, contact Mark if you know of anyone who could participate in the selection process.

Get to Know the College Committee:

Document what each committee is doing for next generation

New Business:

a. Diana has placed the ESAC Best Practices on GroupShare. She will share this document with Dean Scranton and put on it on the ESAC website.
b. Shared governance web site is at http://myweb.uiowa.edu/hamiltons/sharedgovnearu.html. UI Staff Council created this site as a place so that each group can know what each other is doing.

c. The February 21, 2011 Brown Bag with Dean Scranton – Diana has posted her notes from this on the groupshare site.

d. ESAC will provide information to Wendy Brentner to put on website, i.e. grants, recognitions, etc.

e. ESAC may copy the University template format for staffs profiles – each ESAC member ask 3-4 others in their department/unit to complete the profile. This will help us get more people to participate.

f. Strategic Planning – Think about the following questions: Would you recommend that someone take a job at COE? How can we make the COE a better place to work? Brainstorm what would make it a better place to work? Dean Scranton has created four committees to mirror the UI’s new strategic plan. ESAC would like to participate in getting staff on those committees. Dean Scranton put out a call at the State of the College; if you want to volunteer, let him know. Diana will ask the Dean how he is selecting the staff on each committee and if ESAC can participate in the selection process.

Meeting adjourned: 10:25 am