Engineering Staff Advisory Council  
March 27, 2008  
NADS Conference Room  
8:30am – 10:30am  
Minutes

Liaisons: Janann Schiele

Absent: Megan Allen, Ginny Miller, Sarah Williams, Craig Just, Richard Hardin, Rebecca Whitaker

I. Call to Order  
Meeting was called to order at 8:42am.

II. Approval of Minutes  
Minutes were approved as read.

III. Introduction of New Members  
New members will be seated at April meeting.

IV. Old Business  

   a. Elections, Phil  
      Phil presented a slate of 6 nominees for approval by the Council. Since we have 6 open positions there will not be an election. The nominees are Diana Harris (CSS), Pete Haug (IIHR), Susan Beckett (CSS), Dawn Marshall (NADS), Dina Blanc (ECE), and Deborah Hampton (CCAD). A motion to approve the nominees was passed. Phil will contact the new members and also send a message to all staff announcing the results.

   b. Shared Governance Discussion  
      Susan posted to Sharepoint the Provost’s letter regarding the local shared governance initiative and the College’s implementation report. Discussion was postponed to a future meeting after the new members are seated or a possible future retreat.

      ESAC expressed interest in learning what other local councils are doing and asking “Are you effective?”, “What hurdles have you faced?”, “How have you overcome those hurdles?” Are there plans for any formal linkage between local groups and University Staff Council? ESAC would like to host a meeting with representatives from other councils to talk about these issues.

      Janann will ask Sue Buckley if there is any information on how other colleges have implemented the shared governance initiative and whether HR has contact information for the local shared governance leadership.

V. Committees and Assignments  

   a. Social Committee  
      No report from Social Committee.

      Janann reported that our staff appreciation grant for $300 was approved. The luncheon is scheduled for Monday, May 19. Janann will organize the food; Susan will organize background music; Dawn will organize a group identify/recognition activity. Phil will staff the name tag table. Janann will email invitation to all staff.
b. Welcome Committee

There have been a number of new employees hired since the last welcome activity. Janann will send Andy a list of new employees since last fall. The goal is to visit the new staff before the May college awards’ and staff appreciation luncheons to introduce them to the council and encourage them to come to these events.

c. Communications, Mark

Though Mark is leaving the Council, he has agreed to stay on the Communications subcommittee and manage the share point site for us. Thank you Mark!

d. Strategic Plan, Susan

a. Staff web profiles and photo project

Bill is in the process of getting the photos from the photographer. Once we have copies, individuals can obtain a digital copy of their photo for their own use. Watermarks will be placed on the photos that will appear on the web to protect photos from being copied for unauthorized use.

There was a request to provide guidance for appropriate dress for future sessions. Suggested guidelines are: business casual; shirt with a collar, open collar okay, sweater okay, tie and/or jacket if you’d like.

A sample web profile template was presented and discussed. A number of issues arose, including: who is our audience? Is the college responsible for the accuracy of the information? Would there be anyone reviewing appropriateness of information? It was decided to strike all the personal information categories, which eliminates most of the concerns about monitoring appropriate content. There were different opinions regarding number and types of categories. The general consensus was to reduce the number of categories and maintain a professional focus. Members are asked to draft their own version of the template and email to all or post to share point before the next meeting. Discussion will continue at the April meeting.

e. Explore Engineering Series, Andy

a. Spring break tour wrap-up

Nine people participated in the tour. Craig Just opened with an introduction in 1505 SC and then we moved to his lab for a water purification demo. Geb Thomas then took us on a tour of his robotics lab. Everyone enjoyed cookies and punch following the tour.

It was suggested that future tours have a sign-in list because one has to provide a list of attendees when processing purchase orders for refreshments.

f. Executive Committee, Phil

Barry has formed the Ad Hoc Workplace Environment committee requested by ESAC. Members are Megan Allen, Diana Harris, Phil Jordan, Keri Hornbuckle, Gary Christensen, and Tonya Peeples.

Barry offered to meet monthly with ESAC president and Phil accepted. Phil will report back to the Council on these informal meetings.

EDPC declined invitation to be featured staff unit at the awards luncheon. ESAC suggested Barry invite CBCB (Center for Bioinformatics and Computational Biology).
ESAC extends a sincere thank you to those leaving the Council for their service and participation over the past two years. Thank you to Megan Allen, Ginny Miller, Rebecca Whitaker and Mark Wilson!

VI. Human Resources Report, Janann and Nancy

HR is moving forward on recommendations from the Buck Report. HR envisions creating job families similar to what was done with the IT job re-classification. They are looking at 2-3 years to complete the process.

Looks like raises will be 4%.

Janann is going through a new financial certification training. The university is introducing more accountability into the system. Department administrators will have to certify that they have policies and procedures in place to assure appropriate use of University resources.

Related to this, at a recent CITL (Campus Information Technology Leaders) meeting it was reported that all software license agreements, even those that come with free software, must now be approved by the General Counsel’s office. A university employee is not authorized to sign a license agreement (or accept or click through a license agreement) anymore. Doing so is cause for discipline and possible termination.

Janann will be attending a meeting about the electronic CV program in April. The college is participating in the pilot program and purchased a 100-seat license to cover faculty and research engineers. The college will target untenured tenure-track faculty first. There is hope to expand this for staff usage in the future. Seven of ten colleges are participating in the pilot.

VII. University Staff Council Report

No report. Marian Muste will be invited to future meetings to provide a USC report.

VIII. New Business

a. Brown Bag with the Dean, Wednesday, April 16, noon-1pm

Phil will send an invitation to all staff. Andy will take notes as Susan is unable to attend. Teleconferencing is currently unavailable from NADS, so Dawn will reserve the NADS van and drive NADS staff into campus for the brown bag.

b. ESAC Officer Nominations: President Elect, Secretary

Nominations will take place at the April meeting.

c. CoE Strategic Plan Mid-point Review, Susan

Dean Butler has re-convened the College Strategic Planning Committee to engage in a mid-point review of the plan. The committee is looking at goals and metrics and will make recommendations for changes/updates to the plan. Susan is on the Diversity Subcommittee and would like input to this process from ESAC. She also would like input regarding some of the Vitality goals and metrics involving staff. Andy and Mark indicated they would like to meet. Susan will schedule a separate meeting and invite all ESAC members.

d. Phil will email new member contact information to ESAC and Mark will add the new members to share point.
IX. Adjourn
   Meeting adjourned at 10:29am.

   NEXT MEETING: IIHR