

Engineering Staff Advisory Council Agenda

Thursday, August 10, 2023 @ 10:30 a.m. CST

Via Zoom

<https://uiowa.zoom.us/j/99462210028?pwd=Nk4vSFdETTI4UWpHVmdod1FOSldwUT09&from=addon>

MEETING

1. Call to order

- a. Members Present: Morelli, Ramaker, Honings, Jensen, Fountain, Tippet, Dudley, Ikoma, Hines, Tiwari, Jensen. Absent: Hernandez Murcia, Burks

2. Announcements (5 min)

- a. Question of the day: What show or book are you into right now?

3. July Meeting Minutes (2 min)

- a. Edits and approval ([Minutes](#))
 - i. Approved after vote, motion Honings and second Ramaker

4. Committee Updates (20 minutes)

- a. Executive – Brian
 - i. Goals going forward, ways to work collaboratively.
 - ii. Some goals included:
 - 1. Pollinator Garden,
 - 2. Staff Awards (recognizing and evaluating staff as desired)
 - a. student success award concern about eligibility to only a smaller subset of staff and could this be rewritten to be more inclusive of all staff, will be discussed by award committee further in fall.
 - 3. Fountain talked about Thank You program HR is hoping to have ESAC get involved again.
 - a. Writing personalized notes from submissions,
 - b. Aid in getting the Dean signature and send out to staff
 - c. Workflow for is on HR pages for CoE and routing updated manual each election year <https://engineering.uiowa.edu/faculty-and-staff/engineering-human-resources/forms>
 - d. Ways to promote this could be newsletter and asked Publicity committee to discuss further
 - e. In line with new staff welcome (Fountain said staff updates will happen monthly going forward.)
- b. Bylaws
 - i. No updates
- c. Elections
 - i. No update
- d. Staff Awards – Brian
 - i. Plan to review awards to ensure we are rewarding what we want.
 - ii. Meeting soon for updates
- e. Publicity & Greeting
 - i. Newsletter plan will be done by Dudley, Justine continuing welcome efforts
 - ii. previously info was summarized and sent for items to include, such as upcoming events and HR updates.

- iii. Jensen updating website, should have new members included now. Will send Dudley summary with meeting minutes.
 - iv. Please send items to team going forward.
- f. Engagement & Inclusion
 - i. Events plan
 - 1. Waiting for budget before moving forward, looks like tentative doesn't match proposed/requested budget amounts.
 - ii. Dean welcome event
 - 1. Request sent to see if funding can be shared with Dean's office.
- g. Sustainability
 - i. Pollinator garden event

5. Budget Update – Hillary (8 min)

- a. Overview of ESAC's budget (\$7,500) given by Ramaker
 - i. Sustainability events already in motion will use approx. 25-30% of events budget with other scheduled events having less than expected. Events budget is approx. \$26 of total allocation.
- b. Discuss budget breakout for committee work
 - i. Plants ordered, ready to plant but trying to find date for this "planting event"
 - ii. Committee decided they want to invite faculty to join us, reaching out to advisory council with proposed date of Sept 7.
 - iii. People and refreshments are what we need to provide for event. Water/Soda/Ice Cream proposed at total cost \$600 submitted to Coke grants and hope to hear back in August for September event and cover half this cost (max amount \$300).
 - iv. Brian is doing publicity and trying to get Dean to stop by event along with a college photographer.

6. Liaison Updates

- a. Finance and Operations Update – April Tippet (8 min)
 - i. Closed out FY23 since last meeting, now working on loading everything for FY24.
 - ii. Allocations for new faculty startups and MOUs in process now.
 - iii. Scholarships (undergrad portal) set to open Sept 4, donor intent and qualification updated as needed for accuracy.
 - iv. Data SPARC follow up meeting regarding resources available to assist with dashboards, waiting for them to provide guidance.
 - v. Preparing for student and faculty arrivals and orientations. Some of the activities in the SC include flags swapped out and cleaned, window washing (inside and out), and window ledge dusting. We are working our way through space requests for offices and labs, partnering with CLAS and VPR to make sure strategic use of spaces. Lastly, as part of a beginning efforts to build an annual refresh process we are looking into a new chair order on an annual basis of a small amount to start swapping out old chairs throughout buildings (i.e. grad student areas, conference rooms, faculty/staff offices, etc), also evaluating continued wayfinding signage being updates.
- b. HR Update – Diane Fountain (8 min)
 - i. Goals to create annual scorecard to provide to stakeholder, HR work in FY23 reported as 23 hires for P/S and 6 transfers, 7 terminations for P/S and 7 transfers out, 14 career promotions and 7 career advancements, SPOT awards: merit 1, P&S 42. Onboarding of new BME DEO, new Dean, faculty in multiple departments, 5 positions active for recruitment,
 - ii. Engineering week of wellness, event on Friday "Yoga in your Workplace", encourage attendance! Take PHA for drawing of five \$50 gift cards, Movement challenge for drawing submitted to ENGR-HR email.
 - iii. Planning longevity award ceremony Sept 20. Looking for ESAC members to help with coordination of event, Dudley and Morelli volunteered to help.

- iv. DEI survey from Board of Regents, surprise when sent but it is encouraged to complete for broad perspective. Structure questions can be sent to Regent members committee, give feedback in text boxes.
 - v. Discover your University events: <https://hr.uiowa.edu/administrative-services/discover-your-university>
numerous ENGR opportunities coming up. Encouraged to grab a group and go together!
 - c. DEI Council Update – Diane Fountain/Amanda (?)
 - d. UI Staff Council Update – Brian (5 min)
 - i. Heard from Office of Ombuds, confidential/informal resource available.
 - ii. HR updates about merit employee experience grant for recruitment, pilots across campus.
 - e. EAC Update – Brian – no meeting
- 7. Old Business**
- a. None to discuss further
- 8. New Business (open floor) (5 min)**
- a. Look for updates on Dean Welcome Event.
 - b. Other priorities for the year?
 - c. Meeting adjourned at 11:29AM

Next meeting

September 14, 2023, 10:30 a.m.