Engineering Staff Advisory Council Minutes

Thursday, July 17, 2023 @ 1 p.m. CST

Via Zoom

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

BEFORE MEETING

- Review <u>By-laws</u>, including Duties of Officers and mission
 - Explore/brainstorm some goals for the year
- Review vision for the College & Priorities (<u>Strategic Plan link</u>)
- Members can fill in contact information (Contact sheet)



1. Call to order

2. Announcements (5 min)

- a. Introductions and welcome to new councilors
- b. Get to know each other question(s)
- 3. Finance and Operations Update Update submitted by email after the meeting.
 - a. Fiscal Year 2023 final close is July 19th @ 5pm. Transaction Detail Reports (TDRs) will be available around July 25th/26th for final reconciliation of period 14 (final close transactions).
 - b. Fiscal Year 2024 financial reports for July will be available after those FY23 final TDRs are pushed out Those that had an approved general education fund carry forward request from FY23 should check to make sure everything carried forward appropriately. All other initial budget allocations in general education funds and start up allocations from the college should be allocated to the respective MFKs by end of July.
 - c. Transfer requests from UI Center for Advancement for fiscal year 2024 will be submitted after earnings post for the quarter ending June 30th. Anticipated arrival for those funds in the UI MFK is approximately mid-late August.
 - d. CoE supplemental procedures for FY24 rec'd feedback from units over the last 4-6 weeks and will be shared with each unit and USS with an effective date of August 1st. Overall not many modifications/updates made.
 - e. College is in process of reviewing and updating undergraduate scholarship opportunities, the student application questions asked and amounts in the UI scholarship portal in preparation for the new awarding cycle that will start in early September. Graduate student scholarship amounts for FY24 were communicated to each unit last spring with an expectation that they select their students within the first month of the fall semester.
 - f. Internal Audit is in the process of circling back around on status of the various management plans in preparation for the September BOR meeting. They also have started to communicate their FY24 audit schedule which includes an audit of IIHR.
 - g. Summer projects are in the process of wrapping up: in the SC we are waiting on dusting and changing of the flags in the commons, dusting of the metal ribbon artwork outside 2040/2045, remaining painting and then a couple of space moves. We are awaiting some updating wayfinding signage, typical lead time is anywhere from 6-12 weeks.

- h. Building Emergency Action Plans (BEAPs) are being updated for those CoE buildings that had a change Those updated BEAPs will then be routed to Emergency Management for review and signature approval.
- i. Welcome Scavenger Hunt is planned for Thursday, August 17th for first year engineering students. Engineering Welcome Fair is planned for Tuesday, August 29th.

4. June Meeting Minutes (2 min)

a. Motioned to approve by Ramaker. Seconded by Ikoma. June minutes approved with no changes. (Minutes)

5. ESAC Overview (8 min)

- a. ESAC Goals within Bylaws (By-laws) (Morelli)
 - i. Provide a forum for non-bargaining staff to bring forth concerns, advocate for changes or improvements, and advise the administration on issues and policies affecting staff;
 - Facilitate participation of non-bargaining staff in decision-making processes in the college as appropriate, such as but not limited to establishing practices for the involvement of staff in college/organization strategic planning, executive level searches, and internal process improvements;
 - iii. Provide opportunities for bargaining and non-bargaining staff to participate in local activities not affecting wages such as diversity initiatives, reward and recognition, professional development, community building, and philanthropic activities;
 - iv. Interact and coordinate with the Engineering Administrative Council, Engineering Faculty Council, and Engineering Student Council, as needed;
 - v. Promote College of Engineering relations within the university, the Iowa City community, and the state of Iowa; and
 - vi. Inform constituents of activities of ESAC.
- b. Areas of interest of members (in general).
 - i. Morelli discussed better engaging college and connected with the new Dean.
 - ii. Hillary mentioned more robust onboarding for new ESAC members and defining activities/budgeting earlier in the year.
- 6. Officer Nomination & Confirmation (fill out this table) (4 min) Slate of officers approved.



- a. President Brian
- b. Vice President/President Elect Alec La Velle
- c. Secretary Amanda Jensen
- d. Treasurer Hillary Ramaker
- 7. Committee Staffing/Positions (4 min) Committees populated with members.
 - a. Executive Brian (President)*, Alec, Hillary, Amanda
 - b. Bylaws (Secretary), Amanda*, Hillary, Rosemary, Oscar
 - c. Elections (Vice-President) Alec*, Derek, Alyssa
 - d. Staff Awards Brian*, Derek, Rosemary, Kate, (Diane)
 - e. Publicity & Greeting Amanda, Justine, Kate
 - f. Engagement & Inclusion Alyssa, Justine, Joe, Oscar
 - g. Sustainability Alec, Joe, Hillary, Oscar
 - h. EAC Liaison (1) Brian
 - i. DEI Liaison (1) Amanda

8. Budget Update - Ramaker (8 min)

a. Overview of ESAC's budget (\$7,500) and historical spending. Majority of the budget is devoted to staff hours. The remainder typically goes to events. ESAC overshot its budget in 2022-23.

9. Liaison Updates

a. HR Update – Diane Fountain (8 min)

- b. DEI Council Update No update
- c. UI Staff Council Update The Office of Strategic Communcations updated the lowa Now website to be a resource hub for the campus community, including news items, events, news you can use.
- d. EAC Update no meeting
- 10. Old Business None
- 11. New Business (open floor) (5 min)
 - a. Monthly meetings scheduled for 2nd Thursdays each month at 10:30a.

Next meeting

10:30 a.m., Aug. 10, 2023