

## Engineering Staff Advisory Council Agenda

Thursday, December 14, 2023 @ 10:30 a.m. CST

Via Zoom

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

### MEETING

#### 1. Call to order

- a. 10:30A, Dudley absent

#### 2. Announcements

#### 3. November Meeting Minutes

- a. Edits and approval ([Minutes](#))
- b. Honings motioned, Ikoma second, motion approved

#### 4. Dean to join for the January meeting – Overview, Brian

- a. ESAC introductions: role in the college.
- b. The Dean can ask members questions.
- c. Possible collab events with ESAC in the future: August retreat; Social event in early February
- d. Follow up on Q+A w/ the Dean with eye to spring

#### 5. Committee Updates ([Committee roster](#))

- a. Executive –
- b. Bylaws
  - i. Reminder to [review draft of bylaw changes](#). Vote in January.
- c. Elections - reviewing past documents to update for next round.
- d. Staff Awards
  - i. Nominations in spring with announcements in fall a possibility after more discussions.
- e. Publicity & Greeting -
  - i. Solicit items for the newsletter
- f. Engagement & Inclusion
  - i. Upcoming events - holiday lunch today, maybe donut welcome in early spring.
  - ii. Budget meeting to be scheduled to determine priorities.
- g. Sustainability -
  - i. Sustainability spotlights (website or newsletter)
    - 1. Students and/or staff in the college
    - 2. How their work or research ties into sustainability efforts.
  - ii. Upcoming events
    - 1. Add-ons to pollinator garden in summer/fall. Very successful and well received.
    - 2. Noted that other funding is available if the budget falls short.

#### 6. Budget Update – Derek

- a. Overview of income/expenses.
  - i. Sources for funding will vary timing for receipt based on how they are received.
  - ii. Communication is key to make sure items go through or get reconciled properly.
  - iii. Tippet will follow up on \$500 Wellness grant to 240 account and planting charges still outstanding.

#### 7. Liaison Updates

- a. Finance and Operations Update – April

- i. Currently working on 5-year projections for Provost Office, strategic enrollment management numbers submitted to central administration for undergraduate students and grad students.
  - ii. UICA meetings occurring with new Exec Adam Blind, looking at accounts and use as opportunities to see what departments need and want to work toward. Alumni awards are coming up in April.
  - iii. Department admins preparing for mid-year financial meetings the week of January 9th.
  - iv. IIHR audit is finishing with exit conference scheduled today and BOR in Feb meeting.
  - v. SPARC group gave institutional data recap. Matt Anson was hired in ITS to help. Year 1 Highlights of the SPARC group include identifying the data users, starting to create data communities/networks, and identifying longer-term initiatives.
  - vi. CoE Facilities said farewell to John Millsap, currently in discussions on next steps and units encouraged to submit to non-emergent requests to FM@YourService directly for interim coverage.
- b. HR Update –Diane
  - i. Staffing updates: IIHR new staff member, Asst Director of Admissions/Outreach starting the interview process, BME research scientist hiring in spring.
  - ii. Planning for more consistent monthly updates for staffing that will include staff incoming/outgoing/promotions.
  - iii. Thank you Form online in soft launch period on ENGR HR website, cards are ordered for new year; Working with MARCOM to see if HR can do spotlights on website for these submissions.
  - iv. Dean office staff working remotely Dec 27-29, staff are encouraged to work with their supervisors for other units to discuss options.
  - v. Performance reviews coming up in January
  - vi. Stay Interview Pilot program emails have been sent out to those in the pilot. Time will be scheduled after the first of the year.
- c. DEI Council Update – Amanda
  - i. Next steps for DEI still ambiguous, some wording updates but no cancellation.
- d. UI Staff Council Update – Brian
  - i. Awards open <https://staff-council.uiowa.edu/about-staff-council/staff-council-awards> and seeking nominations.
  - ii. Iowa Grow guided reflections on work with student employees.  
<https://studentlife.uiowa.edu/initiatives/iowa-grow>
  - iii. HR updates around strategies for recruitment and retention, current focus on Merit.
  - iv. Updates sent out before meeting will now be sent by a central person to all of campus.
- e. EAC Update – Brian
  - i. Committee being formed to examine pre/post award process led by Larry Weber and Avrama Blackwell.
  - ii. Where does AI fit as a priority for the college?
  - iii. Job classification in relation to applications and promotions (raises) will have two application periods instead of once annually to aid with timely responses and “just-in-time” things that crop up. Meetings next week to further vet that idea and get more input before implementing.

## 8. Old Business

- a. Discuss ESAC annual [calendar](#) idea
  - i. Help transition for year to year with new council members.

## 9. New Business (open floor)

- a. Hines is greeting/welcome currently but will be on leave and need to find coverage.

- b. Adjourned for holiday party at 11:18A

**Next meeting**

January 11, 2023, 10:30 a.m.