

Engineering Staff Advisory Council Agenda

Thursday, February 8, 2024 @ 10:30 a.m. CST

Via Zoom

<https://uiowa.zoom.us/j/94785636840?pwd=Z291Ky96a294S0RzSmtkL1R2bWZwZz09&from=addon>

MEETING

Note: Only ESAC members have access to the embedded links. Guests joining: Amy Mattix, Molly Van Wagner, Carleen FerroNyalka. Members not in attendance: Kate Dudley.

1. Call to order

- a. 10:30 a.m.

2. Question of the Day – Where did you grow up?

3. January Meeting Minutes

- a. Edits and approval ([Minutes](#))
- b. Motion Lavelle, second Honings, approved

4. [Budget Update – Derek](#)

- a. Returned to budget update after committee updates
- b. Ikoma confirmed funding received for pollinator project and now just over \$1k for events remaining, after estimated hours paid to members. Morelli asked that \$250 be tentatively marked for bike event in May.

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

- a. Executive – N/A
 - i. Morelli noted that the recent coffee and donuts event didn't work for the Dean's schedule, ideally other events should try to include her in planning.
 - ii. Dean is open to another Q&A and social event in spring.
- b. Bylaws – N/A
- c. Elections - call for names coming soon!
- d. Staff Awards – N/A
 - i. Question to Fountain how ESAC can help. Fountain stated in March committee will start with process and communication timelines/deadlines, starting Apr 1 possibly. Will need to discuss with the Dean how announcements will be made or communicated.
 - ii. Conversation last year about reviewing criteria and alignment with outcomes and college goals. Service is specifically one that could be broader or clarified potentially.
 - iii. Fountain will schedule a meeting for the committee, she listed the 4 for P&S employees and provided a link to HR website.
- e. Publicity & Greeting -
 - i. Seeking a volunteer to join the committee
 - 1. Plea to have an interim volunteer help with greetings in March/April/May.
 - ii. Solicit items for the newsletter
- f. Engagement & Inclusion
 - i. Upcoming events
 - 1. No new events on radar currently, will work with Dean to set up Q&A and March Madness events possibly both in March, will discuss further.
 - ii. Recap from Donuts event

1. Good turnout for donuts, possibly an afternoon event would be something to try also. Social events outdoors are ideal. Morelli suggested Big Grove as a large area. Fountain also suggested Pinseekers as a new attraction. Funding for this event should be allowed within University guidelines as golf and bowling are considered lower risk.
- g. Sustainability -
- i. Honing had template for newsletter to include sustainability spotlight (for staff, post-docs, etc. In college) shared, will ask for feedback from Publicity and send out to include in next newsletter.
 - ii. Additions to pollinator garden coming in late spring/summer. Morelli brought up the bike to work event held last year with College of Ed during Bike to Work Week May 13-19.

6. Liaison Updates

- a. Finance and Operations Update – April
- i. Revised revenue and expense projections (i.e. tuition, indirect cost recoveries, student financial aid) projections due for CEA on February 14th. In addition, projections for end of fiscal year spending are also due on February 14th. Both items will be prepared and shared ahead of the Budget Review Board Meeting in early March.
 - ii. Proposals to base tuition and fees for next academic year are due to Provost Office the end of Feb if changes are requested.
 - iii. The undergraduate scholarship application deadline was pushed back to Feb 15 due to UI change in priority deadline for FAFSA. We do not want any of our engineering students to miss out on any of our scholarships, so aligning with the UI priority deadline is the most logical approach as approximately 1/3 of our scholarships include the financial need component.
 - iv. Planning for FY25 budgets with Dean McKenna, communications for some units hopefully coming at the end of the month.
 - v. Changes are coming to some of the CoE BI data reports as some fields available may change or not be (i.e. such as student contact info).
 - vi. Facilities and operations coordinator job description updated and restructured to take out some of the administrative duties and keep it focused more on the facilities and operations needed.
 - vii. Other facilities updates: Chairs ordered for conference rooms and grad student spaces. First year to use funds for improvements, anticipated to be an annual improvement refresh.
 - viii. Collegiate Units met with UI Facilities Management and Provost Office about current challenges and opportunities available.
- b. HR Update –Diane
- i. 4 faculty positions active, 7 P&S positions active and/or going up very soon.
 - ii. Performance reviews encouraged to be submitted by Feb 29 for supervisors to have time to reply prior to deadline (Mar 31). Please share “customers” and who you work with so your supervisor can seek feedback to give supervisors perspective on all areas of your work.
 - iii. DEI competency changed to Welcoming and Respect.
 - iv. Thank You Recognition forms active and available, now linked at the bottom of each college webpage.
 - v. Mental health crisis line is now open to faculty and staff, previously only students.
 - vi. Leadership opportunities: Executive Leadership Academy and UI Lead.
 - vii. DEI climate subcommittee discussion about how feeling of community can be improved, students report feeling they do not have access to faculty and staff. 55 currently hybrid and 9 fully remote arrangements in college; most on campus Wednesday followed by Monday, with Friday being the most remote day. Planning events for Wednesday with the intention to

naturally create better attendance and community. If we are planning events, try to schedule on Wednesdays to achieve better attendance.

- viii. Morelli asked about stay interviews progress. Fountain says she has a pilot program that has selected employees that will be invited to schedule meetings to talk about job joy, rewards and recognition, culture and what keeps them here.
 - c. DEI Council Update – Amanda
 - i. Announcements about the ongoing taskforce who is making recommendations at the next BOR meeting, they are currently meeting every other week. Phase 1 included the new staff universal competency for reviews to “welcoming and respectful environment” and some other minor rebranding of language such as the 3 C’s: culture, community and common ground. Secondly, we also discussed a student movement that is growing #IowaWelcomesWho. Finally, the DEI in strategic UI plan had the language approved/endorsed so it will not change but there may be some possible job title changes.
 - ii. Subcommittee updates: Climate/Belonging met last week and discussed using space better, they are meeting with faculty and looking into study areas for students. Curriculum/Prof Dev met after our last group meeting and are working on Personal Highlights to “get to know” someone beyond just their work and more personally, they are also looking for ways to improve practicum/credit for participation for graduate students, one specifically is teaching experience and mentorship. Communications will meet next week.
 - iii. We discussed the value of skill-building for council members and ways for each of us to improve and model better conflict management with self-reminders and training. It was brought up that participation and role play can be very important in keeping these skills sharp—ideally with someone to help model if the role play doesn’t feel complete or there is doubt. We discussed different trainings members had participated in that they might recommend and how they could be expanded upon.
 - iv. Finally, we discussed having some kind of building map to show single-user bathrooms, or updated signage to make it clearer where these are on 1st floor and 3600 hallways. This will be discussed more. Fountain noted that she reached out to maps team and now Seamans Center is showing on these campus wide.
 - d. UI Staff Council Update – Brian
 - i. First discussed our college meeting is scheduled next over spring break, many indicated they will not be available then, and Morelli will look for a time the week before.
 - ii. Blood drive with appointments available this Friday, Feb 9. <https://bit.ly/3SkaM5D>
 - iii. Surveys integrated to increase efficiency and streamline (avoid survey fatigue).
 - iv. Call for staff volunteers to participate in charter committees advising the President. To apply for committee membership, please click this link: Committee Application (https://uiowa.qualtrics.com/jfe/form/SV_6YJdauo6r7W5GxU)
 - v. Encouraged to join as next Wed has popular topics on how salaries are set and career development as well as an update on parking and transportation.
 - e. EAC Update – N/A
- 7. Old Business**
- 8. New Business (open floor)**
- a. March meeting – Spring Break
 - b. Adjourned 11:33 a.m.

Next meeting

March 14, 2024, 10:30 a.m.