Engineering Staff Advisory Council Agenda

Friday, September 4, 2020 8:30 a.m.

Via Zoom (COVID-19 precaution)

1. Call to order
2. Announcements (5 min)
3. Vote on minutes from previous meeting (5 min)
4. New business items for this agenda (5 min)
5. Liaison Committee Discussion (20 min)
   a. Finance and Operations Director April Tippett
   b. EAC Liaisons April Tippett and Cathy Koebrick
      a. UI Staff Council Representative Jenny Simpson
      c. DEI Council Update Cathy Koebrick
      d. HR Director Cathy Koebrick
6. Budget Update (5 min)
7. Committee follow-ups (40 min)
   a. FY21 initiatives and budget plans
8. Old Business (5 min)
   a. Staff appreciation distribution update
9. New Business (5 min)
   a. Bylaws updates and discussion

Next meeting

October 2, 2020 8:30 a.m.

Committee updates:

Executive: Met to discuss committee goals and budget. Drafted an introductory email to Dean Nembhard sharing ESAC’s commitment to representing staff while working toward an impactful, collaborative college community.

Bylaws/Policies & Procedures: Met to discuss initiatives. Discussed and agreed to expand description of Article related to Elections to state that candidates will submit ballot statements. Decided to discuss definition of quorum with the Council. Decided not to move forward with combining Elections and Staff Awards Committees at this time (idea was raised during August Council meeting).

Elections: Distributed some of last year’s staff appreciation items. Planning to meet early September

Staff Awards: Met to discuss staff awards plan and tentative timeline for the year. Assisting the college with a virtual longevity award ceremony
Publicity: Met to discuss publicity plans for the year. Discussed plans to reach out to new staff in a coordinated way, possibly with a welcome video.

Engagement and Inclusion: Met to discuss engagement opportunities that are possible with current COVID restrictions. Planning on a virtual happy hour event later in the semester, after the Dean’s Office has held their event. Tentatively planning on a late spring in-person get together, assuming campus restrictions have been lifted by May ‘21 (budget request forthcoming). Checking out ways to engage the community virtually, including partnering with elementary schools to have staff & faculty volunteer to be reading buddies via Zoom to students (similar to Open Books “reading buddies” model. Also keeping an eye on the needs of the community, particularly Cedar Rapids, to see if additional recovery assistance or aid is needed after the initial donations and federal aid has been dispersed (6-9 months down the road).

Sustainability: Met by email to discuss plans for the year. Physical sustainability efforts will be impacted by COVID, but committee is looking at alternative ways to engage.