Engineering Staff Advisory Council Agenda

Friday, November 6, 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 (25 min)
   a. Finance and Operations Update – April Tippett
   b. DEI Council Update – Cathy Koebrick
   c. HR Update – Cathy Koebrick
   d. EAC Update – Jacob Heiden
   e. UI Staff Council Update – Jenny Simpson
6. Budget Update (5 min)
7. Committee follow-ups (15 min)
   a. Executive
   b. Engagement & Inclusion
8. Old Business (15 min)
   a. Desk Cycle Program
   b. Filling Vacancies on ESAC
9. New Business (15 min)
   a. Upcoming Meeting Conflicts & Rescheduling

Next meeting
TBD

Upcoming ESAC events:

11/17/2020: Q&A w/ the Dean
11/20/2020: Virtual Thanksgiving Event
Committee updates:

Executive: ESAC President attended weekly Engineering Administrative Council meetings. Cosponsored and organized performance review Lunch and Learn with COE HR on 10/13. Coordinated and scheduled staff Q&A with Dean Nembhard on 11/17. Investigating at-home option for Desk Cycle Program.

Bylaws/Policies & Procedures: Bylaws updated online following amendment vote last meeting

Elections: We received information on the percentage breakdown regarding where our various staff members work within the college, thanks Cathy! In addition, Travis and Jacob are developing a plan to target areas where representation is missing.

Staff Awards: Supported COE HR in planning successful virtual COE Longevity Award ceremony on 10/15

Publicity: Prepared November monthly update email, updated website including recent bylaw change, sent announcement for performance review lunch & learn

Engagement and Inclusion:

• Planning a virtual Thanksgiving event on 11/20/20 from 12:00-1:00 pm. We’ll have several different contests (quiz, art, ugly sweater) and winners will receive CoE coffee mugs.
• Organizing a food drive in coordination with the CommUnity Food Bank during the week of Dec. 14-18 (YTD). We plan to facilitate drive-thru donations so that people can drive by and drop off donations during a set timeframe. We will strongly encourage Travis Greenlee to dress as Santa Claus while receiving the donations on behalf of ESAC.
• Because it is unlikely that we will be able to have an in-person end-of-year celebration, we are looking into other hybrid options (other than just another virtual event). We are pursuing a “Donuts with the Dean” idea, where staff could drive thru a parking lot (like ERF) to pick up donuts and cider/coffee provided by ESAC. We hope to invite Dean Nembhard and other leadership (chairs, directors) to be on-hand while ESAC distribute donuts. Each center and department would have a window of time assigned to them to prevent lines and allow for colleagues to see one-another (even it’s from their car).
• We are investigating the possibility of using Google Expedition to setup virtual tours of centers/departments that wouldn’t be as resource or time intensive as videos would be.

Sustainability: Continued reusable packing material collection