Engineering Staff Advisory Council Agenda

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

Via Zoom (COVID-19 precaution)

Attended by councilors Jacob Heiden, Travis Greenlee, Josh Lobb, Jeremy Roszell, Dawn Marshall, Casey Westlake, Katie Schnedler, and Michelle Reyes; advisors April Tippett and Cathy Koebrick; UI staff council member Jenny Simpson

1. Call to order by Jacob Heiden at 8:31 am.
2. Announcements (5 min). Jacob needs to leave at 9:55. Asked Travis to fill in if we aren’t done by then.
3. Vote on minutes from previous meeting (5 min). Revisions were noted. One correction was made. Travis moved to approved revised minutes. Katie seconded the motions. Unanimous approval of August meeting minutes.
4. New business items for this agenda (5 min). Jacob mentioned that he added Bylaws updates to new business after the draft agenda was circulated.
5. Liaison Committee Discussion (20 min)
   a. Finance and Operations Director April Tippett
      i. Finance update - September will be busy, census enrollment numbers will be recorded on 9/10. COE budgets will be revised based on this count ahead of the October budget review board meeting. Budgets are revised to account for fall and spring enrollment and then again in May. At Oct meeting COE will receive FY20 budget to actuals statement, will have to reconcile surplus/shortfall. April will be presenting to first-year seminars about scholarship portal which opens Sept 15
      ii. Operations update – Communications Center demolition is now complete and loading dock area is open again. April continues to work on Return to campus planning; traffic flows in building; procedures for in-person labs; initially student orgs were going to be allowed to have recruitment tables but that was reversed
   b. EAC Liaisons April Tippett and Cathy Koebrick
      i. EAC retreat was held in August, was facilitated by Nikole Mac from University HR’s Organizational Effectiveness unit. Topics included budget, faculty recruitment and development, and research. In preparation, each area had to submit annual plan and complete budget exercise; Cathy and HR team created detailed org charts for each area.
      ii. Weekly EAC meetings in August were devoted to retreat follow-up (common themes from facilitated dialog); discussion about how COE will replace APR system that has been used UI-wide for tracking faculty grants; DEI, with announcement of new DEI co-chair (see DEI updates below)
   a. UI Staff Council Representative Jenny Simpson – Staff council continues to prioritize DEI; encourages all staff to consider registering for training and other DEI programming offered by Diversity Resources: Building University of Iowa Leadership for Diversity
Certificate Program; LGBTQ Safe Zone Project; National Coalition Building Institute (NCBI); Social Justice Reading Group; Virtual Discussions. Notes shared by Jenny are attached to the end of the minutes.

c. DEI Council Update Cathy Koebrick
   i. Dr. Sarah Vigmostad is the co-chair of the DEI Council. She and Cathy have started meeting and will convene the council in the next few weeks. Working plan is have subcommittees to oversee/facilitate the implementation of the DEI plan, but all of us in COE need to do the work
   ii. The last EAC weekly meeting was focused on DEI. Dean Nembhard culled the DEI feedback received to four objective areas that she felt were impactful and reasonable for completion in a year. DEI draft annual plan has been posted on the website and final call for feedback has been made. Cathy hopes the plan will be finalized before council meets.
   iii. Diversity Resources has posted BUILD courses through the end of the academic year (see also list of resources below). These fill up quickly.

d. HR Director Cathy Koebrick
   i. No staff changes to report since last meeting
   ii. Virtual Week of Wellness begins October 26 (https://events.uiowa.edu/36608)
   iii. Group including ESAC Staff Award Committee is working on planning the Virtual Staff Longevity Awards event
   iv. COE Welcome Back event for Faculty and Staff is next Wednesday, Sept. 9
   v. COVID Return to Campus updates/reminders: Dean’s office has been open 1-4 every day with rotating staff; reminder to do health and safety acknowledgement on self-service banner and complete UI COVID-19 training – Cathy’s date for internal compliance is 9/30 and she’s been emailing reminders; reminder of self-reporting protocols

6. Budget Update (5 min) Katie reported that the boxes purchased at the end of last FY posted in August. Otherwise no changes. Continues to push forward staff hours in spreadsheet since none have posted yet.

7. Committee follow-ups (40 min)
   a. Intro by Jacob. Will hear more detail from committees at this meeting than usual. Each committee met to discuss FY21 initiatives and budget plans
   b. Executive committee – Jacob - focus on being engaged across the college, reaching out to faculty and student groups; drafting email to welcome Dean Nembhard, introduce her to ESAC, and invite her to participate in Q&A with staff each semester. Budget plans include salary for staff members’ time for monthly meetings
   c. Bylaws committee – Michelle - kept same description. Decided to not combine Elections and Staff Awards Committees (suggested at Aug ESAC meeting). Identified two areas in Bylaws that could be revised (see New Business). No initiatives require funding.
   d. Elections committee – Travis - postponed initial meeting until September. In previous years, Elections committee purchased staff appreciation items. Recap of efforts to distribute water bottles to staff members during PPE pick-up. While idea to piggy-back
made sense, very few staff came to get PPE. Derecho storm might have also had an impact.
e. Staff Awards committee – Jacob - added “new” Staff Student Success Awards to description. Met with HR to help plan Longevity award ceremony. Thinking about how we might help support recognition of staff members DEI efforts
f. Publicity committee – Casey – efforts to keep ESAC website updates and send out emails in timely manner will be greatly simplified given Casey’s access to those items; discussed virtual/written ways for reaching out to new staff; name tags with new UI branding for ESAC in spring, if we are back in person. Jacob commended Casey for all the updates to the ESAC website.
g. Engagement and Inclusion committee – Josh – discussed options for virtual events/engagements and how to add DEI focus to events; virtual “breakout” rooms event potentially later in the semester; in-person celebration in the spring if we are able to be together; building community within college through internal videos; keeping eye on needs of people post-derecho, especially in Cedar Rapids area; elementary virtual reading buddies. Committee has both an internal and external focus; social aspect is important.
h. Sustainability committee – Jacob – resume composting if/when we can; making arrangements to empty packing materials at SC, Jenny will let Jacob know if materials area at ERF needs attention.
i. Jacob asked Katie to update budget spreadsheet with committee names

8. Old Business (5 min)
   a. Staff appreciation distribution update

9. New Business (5 min)
   a. Bylaws updates and discussion
      i. Bylaws committee proposed adding one sentence to section pertaining to Elections stating that nominees will provide a ballot statement. This revision aims to document what has been the standard practice for quite some time. No counselors voiced opposition or suggested changes. Change to bylaws will be voted on at the next meeting.
      ii. Bylaws committee has noted that currently quorum is defined as one third plus one. Invited ESAC to discuss whether we might want to change this to something more conventional, like simple majority. Dawn cautioned that sometimes the math is not clear; details of calculating quorum can also be contained in procedural document. Was agreed that Bylaws committee would meet again to draft a revision.
   b. Open floor - no response

10. Move to adjourn by Michelle. Seconded by Dawn. None opposed. Meeting was adjourned at 9:50 am. Next meeting is Friday, October 2 at 8:30 am on Zoom.
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.

**Diversity Resources training and programming, shared by UI Staff Council Liaison Jenny Simpson:**

Our 2020-2021 workshops and trainings are available for registration! All sessions will be offered virtually. Faculty, staff, and graduate students are able to register through Employee Self-Service under My Trainings. Undergraduate students and community members will be able to register by emailing us at diversity-resources@uiowa.edu. All sessions are first-come, first-serve. Please see a list of open sessions below:

- **Building University of Iowa Leadership for Diversity (BUILD) Certificate Program**
  The BUILD initiative is an opportunity to gain strategic knowledge and skills to contribute to a welcoming and inclusive environment for all. Primarily for faculty, staff, and graduate students.

- **LGBTQ Safe Zone Project**
  This campus-wide program offers a visible message of inclusion, affirmation, and support to lesbian, gay, bisexual, transgender, and queer people in the university community. Primarily for faculty, staff, graduate students, undergraduate students, and community members.

- **National Coalition Building Institute (NCBI)**
  This program works through a coalition-building model to provide leadership training for inclusion and equity, with the goal of eliminating all forms of prejudice throughout the world. Primarily for faculty, staff, graduate students, undergraduate students, and community members.

- **Social Justice Reading Group**
This reading group will focus on collectively reading books that have a comprehensive text that provides foundational theoretical and pedagogical frameworks for thoughtfully integrating social justice into the classroom. Primarily for faculty, staff, and graduate students who are teaching.

**Virtual Discussions**
These discussions focus on joining one of our listening, reading, or viewing groups. Participants will need to review the specific podcast episode, article, or video clip prior to engaging in a facilitated discussion around the specific material. Primarily for faculty, staff, and graduate students.

To learn more about these workshops and additional initiatives, feel free to visit our website. Thank you for your continued engagement!

**Diversity Resources**
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