Engineering Staff Advisory Council Agenda
Wednesday, January 6, 2021 11:30 a.m.
Via Zoom (COVID-19 precaution)
Attendees: Jacob Heiden, Travis Greenlee, Casey Westlake, Brian Morelli, Katie Schendler, Josh Lobb, Dawn Marshall, Michelle Reyes
Liaisons: April Tippett, Cathy Koebrick

1. Called to order by Jacob Heiden at 11:31 AM
   a. Announcements
      a. Welcome Brian Morelli to ESAC. While he was approved before the December meeting, we were not able to make proper introductions then due to connectivity issues. All attendees introduced themselves.
      b. This will be Casey Westlake’s last ESAC meeting as she has a new position outside COE. She offered to get Brian oriented with any of the publicity committee activities, if he is interested.

3. Vote on minutes from previous meeting. Motion by Dawn, seconded by Josh. Approved unanimously.
4. New business items for this agenda – none offered
5. Liaison reports
   a. Finance Update – April Tippett
      a. Scholarship portal closed Jan. 1. Received about 900 applications from engineering student applications. Expect about 500 students will be awarded for approximately 160 named scholarships. Department recommendations are due to CoE Dean’s Office by Jan 22.
      b. Accounting and Financial reporting working on new general ledger application update. New features include the ability to recall and edit, copy templates from others at UI. Anticipated rollout in next few weeks.
      c. F&A memos were sent to COE and then to Centers prior to holidays. Working on finalizing budgets for rest of FY21 (Jan 1 to Jun 30). FAQ page updated.
   b. Operations Update – April Tippett
      a. SC will be reopening to public on Tuesday, Jan 19
      b. Instructional lab plans due this Friday Jan 8. Then April and AD Grosland will outfit the labs with cleaning supplies, signage, PE, etc.
      c. Recently several COE buildings have had water issues. With reduced building occupancy, if you are going to be in your office/building, please look around a little bit to see if all is “normal”
      d. Follow-up question for April from Jacob: when does ESAC need to reevaluate our budget (i.e., mid-year review)?
         a. Usually would have been before holidays, but that is still pending. April will let Jacob know as soon as she has more info
   d. DEI Council Update – Cathy Koebrick
      a. Council met right after last ESAC meeting
      b. Update to Action Plan will be sent out prior to start of spring semester
      c. MLK Day event planned for Jan 29, cosponsoring with Math Dept. Details forthcoming
   e. HR Update – Cathy Koebrick
      a. Two staff departures since we last met
      b. COE was 100% compliant and on-time with Staff performance reviews
      c. Cathy and April are working on plans for opening up SC. Dean’s office will have office hours. This information will be emailed out to COE
d. Repeated her usual reminders to stay remote, be safe when you come to campus, and complete self-report process if you become ill

f. EAC Update – Jacob Heiden
   a. F&A FAQ page was updated, this information was shared with ESAC and in this week’s ESAC update to the college. As he hears new information, he will share it. No questions offered
   b. Jacob was invited to participate in “jump start” stakeholder interview, part of the COE’s effort to gather ideas about how to approach possible opportunities in the COE, overall goal, what can we do in COE to make UI a destination university

g. UI Staff Council Update – Jenny Simpson. No report, council had not held Jan. meeting yet

6. Budget Update – Katie Schnedler
   a. Staff hours were expensed as normal and $10 for Thanksgiving event prize winner
   b. Jacob added that he would like to meet with exec committee soon to go over budgets

7. Committee follow-ups
   a. Executive Committee
      a. Schedule another Q&A with Dean for Spring semester
   b. Staff Awards Committee
      a. Last year solicitation for staff excellence award nominations went out early Feb and nominations were due about a month later. Jacob will be contacting Cathy soon about this year’s awards
      b. Cathy mentioned that before 2020 excellence awards were combined with longevity awards
      c. Group consensus was 1) it was beneficial for them to be separate events until an in-person event can occur again 2) when we are back in person, lots of interest in still having a virtual component to be more inclusive. Will likely continue with excellence awards in spring and longevity awards in fall.
      d. Jacob pointed out that there are other virtual events like New Year event where people can connect and socialize
   a. Sustainability slowed, recycling packing materials and pick up, composting on hold
   b. Publicity committee, Brian says he was interested in Publicity and asked which other subcommittees need extra help. Josh said he’s welcome but not a lot of work for virtual events. JH said that he might also want some help with Staff Awards. Brian doesn’t know what all is going on, where he could best help out. BM happy to join any or all of those. JH start him off with Publicity and Staff Awards. JH will send email to Casey to follow up to work out workflow and dispatch, webpages, Casey says she will talk with Jason first and she still be on campus and is willing to help with transitions even after she’s done

8. Old Business
   a. Desk cycle check-out option for home use, has fallen off Jacob's radar, doesn't have bandwidth to work on this right now.

9. No New Business

10. Dawn moved to adjourn, Travis second. Adjourned at 12:14PM