Engineering Staff Advisory Council Meeting Minutes

Friday, February 12, 2021 at 3:00 p.m. on Zoom

Councilors: Jacob Heiden, Dawn Marshall, Josh Lobb, Brian Morelli, Travis Greenlee, Katie Schnedler, Michelle Reyes; Advisors/Liaisons: Jenny Simpson, April Tippett, Cathy Koebrick; Guest Kristine Roggentien

1. Called to order by Jacob at 3:02 PM
2. Announcements
   a. Thanks for rescheduling the meeting to this afternoon for the DEI event this morning
   b. Jacob has updated the SharePoint and moved all folders and files for previous years to Archive
3. Vote on minutes from previous meeting
   a. Travis moved to approve the January minutes. Jacob seconded. Unanimously approved
4. New business items for this agenda
   a. Jenny asked about updates to staff acquisition and F&A
   b. Jacob stated that he knows the Memos for each center went into effect Jan. 1; additional discussion can be held during EAC updates later in meeting
5. Liaison Committee Discussion
   a. Finance Update – April Tippett
      i. College is about 2/3 through awarding undergrad scholarships for next academic year, finishing up next week
      ii. Revised revenue projections for FY21 are due Feb 22. This is the second revision for FY21 and is done after student census for Spring semester. Budget review meeting will be held Mar 1. FY21 Revised revenue projections will be due again ahead of the May BRB meeting.
      iii. April is preparing for FY22 budgeting, Will be sending out templates in next few weeks. COE budget goes out at the end of March. All funds for FY22 need to use iPlan (last year only GEF used iPlan). These will help UI budget office build budget plan that is submitted to BOR
      1. Jacob: Does ESAC need to use iPlan for our budget? April: No, ESAC will use an Excel template that she will provide.
   b. Operations Update – April Tippett
      i. Wayfinding signage updated. Painting mainly in areas where Jane Dorman’s groups do tours. Computer labs next area of priority.
      ii. Jacob asked if tours have resumed or will be soon? April: No, not right now. AD Grosland will be working out those logistics when the time comes with the appropriate central administration offices; however, ABET accreditation virtual site visit was last week.
   c. DEI Council Update – Cathy Koebrick
      i. DEI update email went out to COE yesterday
      ii. COE received Bronze level (highest level awarded to date) from ASEE Diversity Recognition Program. Recognition is based on national best practices and the COE DEI plan.
iii. Seminar by Professor Jennifer Linderman from University of Michigan earlier today titled “Raising Respect: Why Leaders Should Care about Workplace Climate and How to Approach Improving It”. Hosted by CBE Dept.

iv. Cathy highly recommends that staff consider taking one or more BUILD Courses offered by UI Diversity Resources. Individuals can complete enough courses to earn a BUILD certificate. Beyond the Numbers is first recommended course. Safe Zone training is also an option. There were links in yesterday’s DEI email update to courses and website. Jacob also encouraged all to attend these events and put what we learn to use.

v. COE is expecting results from campus climate survey (i.e., survey more related to DEI topics) that took place in October to come out sometime in March

d. HR Update – Cathy Koebrick

i. Working at Iowa survey (i.e., employee engagement survey) results have come out. EAC will see them next week and they will discuss plan to distribute them to COE and actions to take (these were sent out 2/18 link)

ii. Two staff departures since we last met

iii. COE Virtual Week of Wellness being planned week of April 12. Jacob is helping plan; he and Cathy are happy to have more people join the planning team. UI Wellness is doing heavy lifting. COE wellness data should be available soon to help them prioritize topics, e.g., stress management. Jacob invited Josh to assist with planning.

iv. Vaccine distribution updates: Most of us in COE will not receive vaccinations from UI acting as our employer but rather from our primary care providers. Will not have on-campus vaccine distribution like the annual flu vaccine.

v. Plug for charter committees. All staff members recently received an email about this. Part of shared governance. Charter committee examples: athletics, Hancher, insurance and benefits, parking. Application period is open right now. Link Deadline is March 19. Terms usually last three years.

1. Jacob mentioned that ESAC publicity committee might include this information in our next update

e. EAC Update – Jacob Heiden

i. Strategic plan (reoccurring topic) – COE asked to reformat previous strategic plan around themes (e.g., student success). A few additions, e.g., updates on COVID. Current version still has the updates, edits and comments in it. Draft was voted on and approved by faculty group in 2019. Comment period for draft strategic plan ends Monday. One previous suggestion that has been implemented was to include “and staff” in the plan instead of just referring to “faculty” and “students.” Reformatting updates will be due March 1. Plan is expected to go into effect July 1, 2021. Future P3, look for opportunities that overlap with future planned goals. Strategic plan may need additional updates after new UI president is in place

ii. Recent presentations from Dean Ganim at International programs; leadership presentations from Penn State; UI and COE libraries.

iii. No other updates concerning F&A realignment to share. Memos went into effect Jan 1 Dean Nembhard has scheduled a F&A “shop” meeting with NADS. Jacob is not aware of when meetings will be held with other centers. Cathy said she knows the dean’s assistant is working to schedule them.
1. Jenny shared that she has been told that there are a lot of discussions going on concerning F&A realignment but she feels like no one is relaying information to ITI staff. In particular, she wants to know what is going to change.
2. Jacob said that he thinks those things are still being determined. He said he is willing to meet with Jenny or anyone else if they need to voice concerns.
3. Dawn asked if Jacob knew what the topic(s) were for upcoming “shop” meeting at NADS? Difficult for us to provide feedback when we haven’t seen Memos. Jacob said he does not. Cathy said she believes it will be an update from Dean on F&A process at Center level (i.e., info catered to each unit) *Email was sent to NADS staff prior to the meeting with more context.

f. UI Staff Council Update – Jenny Simpson. Two UISC meetings since we last met
   i. Dr. Gerard Clancy, Psychiatrist, Carver College of medicine presented on COVID-19 as an accelerant to America’s health disparities; linking suicide rates for children and adults, stress, job loss, etc.
   ii. Jan Waterhouse presented on DEI action plan, HR initiatives. Acknowledgement that as a state institution, need to have balance and welcome conversations of differing political views. Survey results stated that a lot of employees feel like there is too much focus on DEI. HR hopes they can change people’s minds with the programs they are offering.
     1. Josh: Did HR have any ideas about how to respond to folks who say there is too much DEI? He works with prospective grad students who care about the UI climate in terms of inclusivity. Jenny: People seem to think that DEI is needed but getting DEI emails almost every day can be a bit much. But no, UI HR did not talk about the procedures that are going to be put in place or how they are going to respond to that feedback.
     2. Jacob observed that it might be a good strategy to have some talking points ready in the event that we hear similar feedback about DEI initiatives/messaging
   iii. Keith Becker from UI Talent Acquisition presented on hiring process for attracting more diverse pool of applicants from underrepresented populations. Program to offer training to applicants who are not qualified, they will try to get them hired and bring them up to speed.
   iv. Someone asked if this info (i.e., staff council minutes) is available. Yes, minutes are saved in Staff Council folder on ESAC SharePoint

6. Budget Update – Katie Schnedler
   a. Only expense since last meeting was staff hours
   b. ESAC budget is on SharePoint; we have funds to spend. Might not be able to use funds that were allocated due to COVID
   c. Jacob: Executive committee discussed increasing budget for staff hours, specifically for increased time required (one hour each week) for ESAC president to attend EAC meetings
      i. Dawn suggested tracking the time the ESAC president spends doing all duties, for rest of this year and all of next so we have the data to support budget requests in the future
   d. Two outstanding prizes from staff event in November

7. Committee follow-ups
   a. Executive – Jacob Heiden
i. Met to align key initiatives for the year
   1. Spring Q&A with Dean
   2. Spring Social
ii. Year-end report, chairs will be asked to summarize what we’ve done this year
iii. What would ESAC look like if we organized by initiative rather than by committee? This question was raised; sharing it as food for thought for future years
iv. ESAC will be involved in Week of Wellness, might be some movement on the desk cycle soon

b. Staff Awards – Jacob Heiden and Cathy Koebrick
i. Staff awards will again be separate from longevity awards this year. Tentative date is May 20 for virtual event.
   1. Cathy thinks a virtual format will continue in some form event after we are able to
      Applications will go out towards the end of Feb and submissions due early April.
   2. Nominations will likely be submitted electronically through UI workflow. Jon Ryan has
      mocked up form. Testing in progress. Cathy wants to send them out by the end of Feb
      and have them due at end of March. Nominator will select which award they are
      nominating for, attach letter from nominator and up to two letters of support. Call for
      staff awards will be separate from call for faculty awards.
   3. Evaluation is responsibility of ESAC Staff Awards subcommittee. Will select evaluation
      committee, which might include additional ESAC members. Will figure out scoring
      criteria. Committee makes recommendations to Dean Nembhard.
   4. No physical awards were presented yet to last year’s winners due to the pandemic.
      Cathy just ordered the frames for last year and this year’s awards.

c. Elections – Travis Greenlee
i. “Engage and connect” – slogan for recruitment season. Timeline is for May. Goal is to
   improve representation and have more councilors. Nominations and recommendations
   and kind “shoulder taps” are more effective than open calls. Creating nomination
   template

d. Publicity – Brian Morelli
i. Met this month to talk about process for monthly email update. Template on
   SharePoint. Jason will send out through Dispatch.
   2. Brian can update ESAC website. Is there anything on the ESAC website you want to see?
   3. Plug for committees to let us know if they need/want help with sharing information for
      events
   4. Kristine Roggentien volunteered to help with publicity as needed. Jacob reminded all
      that any staff can serve on ad hoc committees if interested

8. New Business – none
9. Next meeting March 12 at 8:30
10. Motion to adjourn by Dawn. Seconded by Travis.