Engineering Staff Advisory Council Agenda

Friday, April 9, 2021 at 8:30 a.m.

Via Zoom (COVID-19 precaution)

Councilors attending: Jacob Heiden, Travis Greenlee, Katie Schnedler, Josh Lobb, Dawn Marshall, Brian Morelli, Michelle Reyes

Liaisons attending: Cathy Koebrick, April Tippett, Jenny Simpson

Visitors: Kristine Roggentien

1. Call to order by Jacob at 8:32 am
2. Announcements
   a. Thank you to Councilors who helped with COE focus groups for Future of Work@Iowa
   b. Jacob encourages us to attend the open forums for the UI President candidates later this month
3. Vote on minutes from previous meeting
   a. No changes to minutes. Travis moved to approve. Dawn seconded the motion. Minutes approved unanimously
4. New business items for this agenda
   a. No new items were offered
5. Liaison reports
   a. Finance update – April Tippett
      i. FYI 22 CEA numbers for CoE have been submitted to UI, CoE will get draft of UI budget on May 6th
      ii. FY22 Plan completed non-GEF budget projections are due today from departments
      iii. Today is due date for FY21 GEF carry forward requests
      iv. Revised FY21 CEA numbers due April 19
      v. Preliminary FY end meetings have been scheduled with departments
      vi. The end of the fiscal year calendar has been published. It includes deadlines for payroll, accounts payable, general ledger entries, etc.
   b. Operations update – April Tippett
      i. Working with facilities manager John Millsap on space survey that opens on May 1. Ted Welter and Denise Bruck are meeting with each department in Engineering to review their trends and discuss any questions for their space as this is a rate basing year.
      ii. She and John are also working on creating a document of spaces that have special fixtures, e.g., fume hoods, eye wash stations, etc.
      iii. Preparing to return all the common-space furniture based on pre-pandemic locations. Prior to being returned, each item will be labeled which where it belongs since furniture often gets moved around the building
   c. DEI update – Cathy Koebrick
      i. DEI update message sent out a few weeks ago. ASEE diversity report/application has been posted on DEI website. DEI council sees this as a baseline from which we are starting. Prof. Worthington has been presenting this information at various faculty meetings.
ii. April 21 is diversity catalyst awards, Dean Nembhard is keynote speaker, people who have gotten BUILD certificates will be recognized.

iii. COE DEI is cosponsoring virtual event featuring author Cathy Park Hong. Moderated conversation about book she wrote about Asian American experience

d. HR update – Cathy Koebbrick

i. A lot of staffing activity this month. Three academic administration positions: department admin for BME, new assistant director for finance & budget, and new assistant director for graduate programs to recruit graduate students reporting to AD Udaykumar. Three other searches in process or progress in centers (specified term positions): developer in ITI, developer in NADS, and bedrock geologist Iowa Geological Survey.

ii. Two staff departed. Farewell messages were sent out to college.

iii. Next week is the COE Week of Wellness. Events will take place each day at 10am

iv. Vaccines are available. To get the vaccine complete ReadySet employee health survey. Then you will get email with instructions to sign-up. Use COVID leave, up to 80 hours, record your time using code ‘08’ for your time to get the vaccine and for time off due to side effects. Use sick leave or vacation if you have used more than 80 hours of COVID leave. Vaccine is not mandatory; UI is encouraging everyone who can do so to get it.

v. Return to campus. Plan will be coming but are waiting until UI sends message out about fall return to campus. Then COE will start working on our plan. Will include timing of when people are returning (i.e., staggered return), considering where flex work arrangements might best work for our college. Considerations around space and equipment. Important message right now is just stay the course, definitely through the end of the semester. Committed to having the plan for COE by the 14th of May.

vi. Discussion about how recruitment is working. Cathy works with UI Internal recruiter, Malik, who works in the applicant system, does some additional recruitment, then sends suitable applicants “over the wall” to Cathy et al.

vii. Travis asks what the process is for setting new position? There is new hire/staffing request form that people fill out over the course of the year when they want us to do a search to for staff and post docs. As we get ready for FY22, HR wants to have universal process for the college and review the form to make sure it works for everyone. Also make sure people are aware there is a process. Dean prioritized these three open positions after discussion with departments, similar process with faculty hires.

e. EAC update – Jacob Heiden

i. EAC held DEI leadership summit where group had some presentations and working discussions on how to recruit diverse faculty, how leaders can help create and build diverse cultures. Strategic plan updates on what’s happening at UI and COE levels, timeline with that. Overview of title IX and EOE. Visitor from NC state about how to get the most out of the advisory boards and what their purpose should be.

f. UI Staff Council update – Jenny Simpson

i. Staff council has not met yet this month, nominations out there. Email that went out to everyone regarding function reps that start in June. Various availabilities in different function reps. Function rep position and elections for org reps. Open until 5:00 April 20. Jenny is our rep for two more years. Jacob encourages us to consider this.

ii. Jacob asked Jenny about Staff Council involvement in presidential search and forums. Committee of Staff Councilors who will meet with candidates. There were 81 applicants for the position. Staff council has input in the recommendations and BOR usually follows that. Brian added that the on-campus visits/interviews start next week. Candidate is
announced at 8 am the day before the visit. BOR will name new president on April 30. May 1 new Regents take office.

6. Budget update – Katie Schnedler
   a. As usual, only expenditure was staff hours, $244.01. Budgeted for $3400, will have surplus in this category alone. Will need to discuss how to spend money.

7. Committee updates
   a. Executive – Jacob Heiden
      i. Q&A with Dean Nembhard coming up. We are soliciting questions (due April 21) and will formalize and group to share with dean’s office ahead of time. Jacob encourages us to think of questions, too. Logistics for day of event, similar to was done at the past. 11 am, quick welcome, remind people about ESAC elections. Meeting with executive committee on end of day on 4/21. Plan of who will ask questions, but if we need others beyond executive committee. Please help capture notes. Dean’s office will review notes. Jenny asked if there’s a specific topic for Q&A. Jacob says no, it’s totally open. We will also reserve time for people to ask questions at the event. As those questions come in, Jacob and/or Travis will save them in SharePoint. Travis had previously suggested about a 60 sec rapid fire, Jacob has mentioned this with Dean Nembhard.
   b. Staff Awards – Jacob Heiden
      i. Received nominations for each award. Evaluation committee (Jacob, Brian, and Michelle) is working to get the final evaluation process and meetings set up. Also still working out the details of that event. Cathy thinks we will do the same format as last year, had each nominator share the reason for the nomination.
      ii. Cathy added that she has all the gifts from the longevity awards. Next time she is in the office, she is going to try to organize and figure out how to get those to people. Framed certificates from last year’s excellence awards are also ready.
   c. Engagement & Inclusion – Josh Lobb
      i. Working to schedule spring happy hour May 5, 4:30 pm. Maybe on Gather. Let Josh know if you’re interested in helping set that up. Maybe we can tie that into food request? Pitch for elections too. Brian asked Josh if he will have stuff he wants to send out through dispatch. The next regular communication is too late to publicize the happy hour event. Maybe standalone email end of previous week. Can also announce/remind at Q&A.

8. Old Business
   a. Future of Work focus groups - Cathy
      i. About 46% of staff participated. Maybe some people were confused about whether they should participate since they have been working on campus. Zoom poll at beginning of each session revealed that most would like to work hybrid or remote.
      ii. Good things reported about remote work – productivity gains, chunks of uninterrupted time, no walk-in traffic, flexibility, have more control over life and work life. Now collaborations, speakers, recruitment from anywhere in the world. More off-hours, more time zones.
      iii. Negatives - there is not good connection, sense of community, figuring out how to separate work and life. When your work is at home, it’s hard to separate.
      iv. Concerns - how meetings might look in the future, especially when some attendees are in person and some virtual, disadvantage for one or both sets of people. Multiple platforms (teams, SharePoint, shared drives). People feeling disconnected.
   b. FY22 budget request
i. Review of budget request for next FY. April says we should know in late May or early June.

9. New business
   a. FY21 closeout
      i. Elections have to be at end of May, Travis and elections committee need to start planning how to get those messages out. Encourage you to nominate or self-nominate.
      ii. Year end report, Jacob will be contacting committee chairs to give a 1-2 paragraph update on activities and efforts.
      iii. Desk cycle stuff – Jacob is going to try to meet with Kari Kozak. If he can’t get it done as ESAC president, he will take it on next FY as private staff citizen.
      iv. Sustainability committee is thinking about what composting will look like with return to work. Jacob encourages next year’s council to continue with it.
      v. Michelle proposes using some funds for welcome gifts for new hires. April shared that gift certificates and gift cards have to be treated as cash equivalents.
      vi. Executive committee meeting next week to discuss what to do with funds (gifts, food, etc), but Jacob will open the meeting to everyone who is interested.
      vii. Reminders of ESAC events before our next meeting

10. Travis moved to adjourn, Jacob seconded.