Attendees: Jacob, Travis, Dawn, Katie, Brian, Michelle, Josh; April, Cathy, Jenny

1. Call to order at 8:31 am by Jacob.
2. Announcements - Jacob
   a. New UI President is Barbara Wilson. Hopefully you had a chance to read about her.
   b. Thank you to councilors for their efforts brainstorming staff appreciation items and ranking them. Updates on this later in the meeting.
3. Vote on minutes from previous meeting
   a. Dawn moves to approve, Katie seconds, unanimously approved.
4. New business items for this agenda
   a. None offered
5. Updates
   a. Financial update - April
      i. COE received FY22 General Education Fund budget from UI last week. Not quite finalized, pending BOR approval of tuition rates for next year. Enrollment for first year students has picked up over last few weeks, projected enrollment aligns well with budget.
      ii. FY21 ends June 30. Accounting and financial reporting has published all year-end deadlines. An important deadline she wants to make sure we are aware of is p-card cut-off of June 12. Any transactions that post after will post to the general ledger on next fiscal year. April is working with all departments and centers on their FY21 budget closeouts.
   b. Operations update - April
      i. SC will be unlocked from 7am-7pm Monday – Friday, effective Monday, May 17 until the week before classes. Faculty, staff, and students can swipe in after hours.
      ii. This weekend building will be open 7am-7pm due to commencement.
      iii. Will start moving furniture into common areas (e.g., lobby, annex) on May 17. Items will be labeled as they go out. Floors in second floor lobby will be waxed first.
      iv. Fethke Rooftop Terrace opens again on Monday. Tables and chairs will be moved into place. Jacob asked whether you have to reserve the rooftop terrace? A: Only if you want to use the whole space.
      v. Travis asks about whether there are plans to wash windows? A: this work was planned pre-pandemic, and it’s on April’s list, but it has not been rescheduled, is not included in current budget, and this work is not within the scope of regular services provided by facility services.
   c. DEI update - Cathy
      i. Yesterday was final meeting of DEI Council for academic year. Great group of councilors, lots of energy and engagement. Discussion about what membership of council should look like going forward, especially student members and how to best make sure students are represented; how to develop good two-way
communication channels between students on DEI council and student group leaderships in order to share information and get feedback from them.

ii. Review of this year’s COE DEI action plan and how outcomes compare to their goals. Cathy and Sarah Vigmostad will meet with Dean Nembhard to discuss the year and then they will draft a year-end report to be shared with COE. Pleased with progress but of course so much more left to do

1. Jacob said he saw an email announcement for the BUILD classes
2. Cathy shared information about BUILD summer cohorts, which were implemented for the first time last year. Dina Blanc was in one of the cohorts last summer; she reported that it was very transformational and highly recommends it. Participants have deeper conversation about lots of DEI topics a few hours each week and each conversation you’re with different people. Participation earns you BUILD certificate.
   a. Information provided by Cathy in the chat window: They are either Mondays or Thursdays and start next week. Registration for both is already closed it appears BUT if you contact Diversity Resources (diversity-resources@uiowa.edu) you may be able to get in: https://diversity.uiowa.edu/programs/training-programs/build-training-initiative

iii. HR updates - Cathy
1. Thursday, May 20 COE award celebration for faculty and staff will be held virtually. Cathy is trying to increase attendance so in addition to the dispatch announcement she also sent a calendar invite to everyone.
   a. 3 faculty excellence awards
   b. 4 staff excellence awards
   c. Recognize those in COE who have worked to obtain a BUILD certificate
   d. Recognize staff who have achieved advanced degrees. A bit tricky because HR will really only hear about this through word of mouth
   e. A few faculty who have achieved high state or national honors
2. In addition to the summer hours for SC April already shared, the Dean’s office will be open 1-4 pm Mon-Th through July 31.
3. Lots of recruitment activity recently. There are 5 open searches right now, all at various stages
4. Update on Future of work/return to campus plan. Had promised to provide updates at end of semester. Just-released updated guidance from CDC threw a little bit of a wrench into the works. Right now the message is sitting with Strategic Communications for approval - expect it to go out Monday 5/17
   a. Planning to have Aug 2 as date everyone is back
   b. Generally, open to staff having hybrid work arrangements. There are details in the plan as to who is eligible and the parameters for that. Many people appreciated flexibility of
working from home some of the time but there are people on the whole continuum of work from home vs office. As much as possible, COE wants to allow some work from home for those who would like it.

i. Upcoming communication will ask every staff person to complete a Qualtrics survey to collect what people think they want to do in terms of remote work or alternate schedule. We will use the information provided to make sure there’s coverage and equity. Later in summer more formal process from UI for alternative work arrangements.

c. Campus final guidelines coming out in late June.

d. OVPR sent a note about plans for return to campus and research – indicated more to come after June 1.

iv. EAC update – Jacob
   1. Recent meetings have included presentations from UI Center for Teaching and campus return to work plan details
   2. Center directors shared how upset they were that P3 proposals were returned without review due to non-tenure track staff/faculty being on the proposal. Dean Nembhard did raise that issue with the Council of Deans and hopes that will be fixed for next round of P3
   3. Each center/department/unit gave quick summary and update. Jacob gave ESAC updates on our year. We accomplished a lot this year. Addition of ESAC seat on EAC is a huge step forward.

v. Jenny – UI Staff Council
   1. Staff council meeting mainly consisted of voting for Executive Committee members
   2. Cheryl Reardon spoke about Future of Work and retrospective timeline of what has been done in that planning. Early 2022 will have an evaluation period to see how return to work is going so far.
   3. Jacob asked Jenny if she would give ESAC an overview of the structure of UI Staff Council next meeting

6. Budget update - Katie
   i. Expecting $500 in Coca Cola funding from UI Staff Council. Discovered that we actually have $500 from this from last year that she was not aware of. Funds are being transferred to a 240 account, do not have to be spent this year and we can use it when we need it.
      1. Jacob - new funding was tagged for staff appreciation gifts and funds last year were for desk cycles
      2. Jenny commented that she’s heard from people that other college/units don’t do awards/gifts
   ii. Katie ordered the staff appreciation gifts and was able to get within $21 to use up the allotted funds
      1. 52 of each item: bottle cooler, duffle, laptop tote/backpack, blanket
2. Extras can be used for prizes, welcome gifts
3. This is not a sustainable initiative, one-time since we were not able to hold our usual programing
4. Katie has started developing a Qualtrics survey for staff to indicate their gift choices and will include a question about whether they received a water bottle (last year’s staff appreciation item)

7. Committee updates
   a. Executive – Jacob
      i. Busy this month, met to finalize our plan for staff appreciation gifts. He and Katie also met with April to get approvals figured out and submit the documentation.
      ii. Coca Cola funds – thanks to Jenny for letting us know about those and for sending a reminder
      iii. Q&A with Dean Nembhard, 58 participants in the call, apologies for Zoom issues at the start. Was a good Q&A, with questions submitted beforehand as well as new questions raised during the session. Michelle provided notes, Jacob revised them, and Dean’s office is currently reviewing them.

b. Staff Awards – Jacob
   i. Great that Cathy sent an Outlook invite to everyone
   ii. All proposals evident that we have tremendous amount of talent in COE; staff are assets to their units/centers/community. Seven reviewers on each committee, Jacob, Michelle, Brian, neutral party, and previous winners.
   iii. Evaluations used both ratings on criteria and ranking of candidates for each award. Ratings and rankings aligned and produced clear winners. Evaluators met via Zoom to confirm final recommendations, which were sent to Cathy, who has sent them on to Dean Nembhard.
   iv. Solicited evaluators for feedback on process, noted possible improvements to award descriptions that would benefit nominators and evaluators.
      1. Compare/contrast Mary Sheedy award criteria with Research award criteria
      2. Possibly align criteria with COE strategic plan

c. Elections - Travis
   i. Election specific email went out, also mentioned in general ESAC update. Another reminder will go out next week or week after. Jason said we could do three total emails
   ii. 8 nominations so far. Travis will circle back with them next week to confirm acceptance of the nomination for those not self-nominated
   iii. Elections window will begin the last week in May and close first week in June
   iv. Michael Weaver from Staff Council will run the elections for us. We’ll need to pull a list of staff and emails for him.

8. Old Business
   a. FY21 budget closeout
      i. Any other discussion on staff appreciation items plan? How are we going to distribute them? Katie put together a good survey, where they would like their
drop off to be. Would like to do this in person, maybe have conversation with them about ESAC, will be asking councilors to help distribute items.

ii. Next steps: Jacob will work with executive committee on message sharing that we have these staff appreciation items.

iii. Ul Brand management is approving the design ship date of June 9

iv. Michelle suggested waiting until after elections to do the staff appreciation gifts, get an updated list of COE staff so we know who has not responded yet and can follow-up

b. Happy Hour

i. Jacob got emails about the event when it was not held

ii. Cathy expects in August that in the week before the semester starts that COE will do a welcome back for faculty and staff and for ESAC to have a part of that. College awards event is a capstone for end of academic year, could maybe plan a virtual event later that afternoon.

iii. Consensus is that there’s not much interest to have another virtual event.

iv. Michelle suggested that maybe we can find an outdoor service project to do

9. New Business

a. Next meeting currently scheduled for June 12. Travis asks if we could move it

b. Michelle will look at people’s calendars

c. Once identified, Travis will invite newly elected councilors to June meeting