ESAC Meeting Minutes: 11/19/2015

Call to Order: Dan Gilles (8:30 am)

Present: Dan Gilles, Jennie Portwood, Josh Atcher, Harvest Ellis, Christopher Fomon, Lisa Lang, Kim Lebeck, Sarah Williams, Sara Conrad

Location: 202 ERF

- Minutes from September 24th were approved.

Announcements:

- IT update on Office 365 for Engineering – early December tentative time frame for migration
- SC expansion – beginning prep work on December 14th for construction to begin around January 22nd. Prep work impacts 1300 and 1500 hallways.

Finance/HR Director Reports:

- Jan and April were not present

Committee Reports:

- Executive: None
- Elections: None
- Staff Awards: None
- Social Events: Potluck info – 60+ people attended and all of the food was gone. Maybe plan for 50 next year, instead of the 45 we planned for this year. Cutting boards went to Laura Vasser (dessert) and Matt McGLaughlin (side). Spent $49.90 on cutting boards and ~$360 on food.
  - Any new ideas for spring event? Josh suggested singing valentines
- Publicity and Communication: Sent out flyers by campus mail and e-mailed reminder notes for the potluck, also displayed them on SC monitors. Are there any other buildings with monitors that we should share these slides with?
- Welcome & Goodbye: None
- Get to Know the College: open to ideas. Possibly Solidification lab, MIE or CBE, or wind tunnel?
- Bylaws/Policies & Procedures: If you have any questions about any bylaws or policies, please let
- Community Service: Picking up donations tomorrow. Dan will get an IHHR vehicle to go around and pick items up. If you’re interested in helping, please let us know. HACAP family – Sarah will send out an e-mail with the items requested by the two families. Sarah and volunteer/s will also pick up food from Costco for the families.

Old Business: none

New Business: none

Adjournment: Dan Gilles adjourned the meeting at 8:55 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, December 17th, 2015

Location: 4505 SC
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<td>April Tippett</td>
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<td>Sheila Bittman</td>
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<td>Jan Waterhouse</td>
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<td>Troy Lyons</td>
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<td>Sara Conrad</td>
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<td>Sariah Williams</td>
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<td>Jennifer Fortwood</td>
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<td>Daniel Gilles</td>
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Call to order: 8:30 am 202 ER2F press asap.

Attendees: Dan, Jennie, Josh, Harvest, Chris, Lisa, Kim, Sarah W., Sara C.

Approval of last minute -

Announcement: no old business? no new business? Other business to SC.

New business: community service - pick up good tomorrow. Send e-mail update (bring any stuff in!). Check Chris Center hours, well HR next, take pictures. Will you help?

HR report - none

Finance report: Bylaws - if you have questions we can. No much to do. Flyer, send an email.

Committee report

Social event - potluck - 60+ people lots of participation. All food was gone, Cutting board Laura Vasser.

Meet McGuin, spent 49.70 on cups, boxes 36.00 a good.

Maybe plan for 50 next year.

New ideas for spring - singing valentines.

Publicity (Communication): any other screens in other place to show? sent out flyers, 4 emails

Had hard copy in the future.

Welcome Goodbye - no updates. Prevent Stein from Jan.

Get to know the college - open to ideas. check eng.

Satisfaction lab (Beckman?) MIE or C+EM, wind turbine
[Handwritten text that is not legible]
Engineering Staff Advisory Council
November 19, 2015, 8:30 a.m.
202 ERF

1. Call to order
2. Approval of minutes from previous meeting
3. Announcements
4. Impromptu new business items for this agenda
5. Liaison committee reports
   a. HR Director Jan Waterhouse: Updates/comments
   b. Finance Director April Tippett
6. Committee reports
   a. Executive
   b. Elections
   c. Staff Awards
   d. Social Events – Thanksgiving Potluck Update
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College
   h. Bylaws/Policies & Procedures
   i. Community Service
      i. Thanksgiving food drive Pickup/Delivery to Crisis Center
      ii. HACAP - Adopt a Family
7. Old Business
8. New Business
   a. Items from the floor

Next meeting
Tentatively December 17th, 2015, 8:30am
Location: TBD