

ESAC Meeting Minutes: 12/17/2015

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

Present: Dan Gilles, Jennie Portwood, Christopher Fomon, Lisa Lang, Kim Lebeck, Jan Waterhouse, April Tippet

Location: 4505 SC

- Minutes from November 19th were approved.

Announcements:

- Reminders that the SC expansion will affect 1300 and 1500 hallways

Finance/HR Director Reports:

- Jan and April were present. Jan discussed the significant Staff Award deadlines.

Committee Reports:

- **Executive:** UI Staff Council contacted Dan and asked that ESAC send a representative to attend their monthly meetings. Dan signed up for the January 13th meeting, Kim signed up for the February 10 meeting. Other meetings are on March 9, April 13, and May 11 that volunteers are needed
- **Elections:** New person coordinates the online election process, with Peter Grady leaving UI
- **Staff Awards:** The Staff Awards Ceremony will be held April 28th. Jan Waterhouse needs names of awardees by April 8th. Jan suggested sending out the call for nominations February 15th, due March 25th. Previously, Faculty and Staff were email announcing the call with nomination forms attached. We should consider advertising on the displays around SC.
- **Social Events:** None
- **Publicity and Communication:** None
- **Welcome & Goodbye:** None
- **Get to Know the College:** Need to follow-up with a research group in time for a spring event. Possibly Solidification lab, MIE or CBE, or wind tunnel?
- **Bylaws/Policies & Procedures:** A reminder to review the purpose of ESAC in case we are aware of anything issues ESAC should bring to the attention of the College
- **Community Service:** The ESAC Food Drive resulted in 202 lbs of needed items and \$180 donated to the Johnson County Crisis Center. The HACAP adopt-a-family was very successful. Sarah could not attend the ESAC meeting because she was wrapping the gifts for the family. An idea for next year is to check with HACAP on any donation boxes that would be available.

Old Business: none

New Business: Dan was contacted by Natalie Potter about adding some text to the ESAC Website about what office/person to contact if any flags need to be replaced or included.

Adjournment: Dan Gilles adjourned the meeting at 9:00 am

Submitted by: Dan Gilles (Minutes by Jennie Portwood)

Next Meeting: 8:30 am, January 28th, 2016

Location: 4505 Seamans Center



	ESAC								Non-ESAC					
		Joshua Atcher	Christopher Fomon	Harvest Ellis	Daniel Gilles	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Sarah Williams	Troy Lyons	Jan Waterhouse	Sheila Britton	April Tippett
					PRES	TREAS.		VICE	SEC.					
Executive					member	member		chair						
Elections					member	member		member						
Staff Award Evaluation					member	member	member	member						
Social Events		chair			member					member			member	
Publicity			Member			Member								
Welcome/Goodbye			Member							member				
Get to Know the College			member	member	member		Chair					member		
Bylaws/Policies			member		chair			member	Member		if needed	member		
Community Service		member					member		member	chair				