

Engineering Staff Advisory Council

Meeting Minutes

August 24, 2017 8:30 a.m.

ERF Conference Room

Approved

1. Call to order by Sarah Lobb at 8:35 AM
2. Present – Ashlee Johannes, Sarah Lobb, Dawn Marshall, April Tippet, Angi Roemerman, Kristina Venzke, Jan Waterhouse
3. Approval of minutes from previous meetings (edited June 29 minutes and draft July 27 minutes) will be by email. Dawn will send documents to ESAC members for review, revision, and approval.
4. Announcements - none
5. Impromptu new business items for this agenda - none
6. Liaison Committee Reports
 - UI Staff Council meeting – The list of meeting dates was circulated that the meeting. It was noted that ESAC members attending the meeting will be asked to introduce themselves at the meeting. The list of meeting dates will be circulated via email to all ESAC members so individuals can check their calendars before committing to attending specific meetings.
 - HR Director Jan Waterhouse – Professor Larry Weber has accepted an appointment as Executive Associate Dean for the College of Engineering
 - Finance Director April Tippet – ESAC budget/spending summaries for the past three fiscal years were shared. It was noted that most funds were spent on events.
7. Committee reports
 - a. Executive – The executive committee will meet with Dean Scranton on September 15, 2017.
 - b. Elections – no report
 - c. Staff Awards – Suggested changes to staff service award description were distributed. It was agreed the changes would be distributed by email to allow more in depth consideration and discussion will be planned for the meeting in September.
 - d. Social Events
 - i. August: Outdoor Yoga, Thursday, 8/31 from 12-1pm @ Gibson Square Park, Towels/mats not provided, Staff will be invited
 - ii. September: Big Grove Brewery Happy Hour, Thursday, 9/21 from 4:30-6:30pm @ Big Grove Brewery, Staff will be invited
 - iii. Additional upcoming events for a Halloween Luncheon in October and Thanksgiving Potluck in November are in the planning stages. Details will be finalized at the September meeting.
 - e. Publicity and Communication – To promote awareness of ESAC events and members, handbills with future ESAC events and members will be available at each ESAC event.
 - f. Welcome/Goodbye – A large supply of envelopes was purchased last year. Kristina will find out where they are.
 - g. Get to Know the College – no activity to report. Dawn will contact Jill McNamara in the Dean's office to find out what activities are planned for the opening/move-in for the new building wing.
 - h. Bylaws/Policies & Procedures – Suggested revisions were distributed. Since Sarah will be out next meeting, discussion will be by email.
 - i. Community Service – Past events have included adopting families through HACAP and food donations to the Johnson County Crisis Center. ESAC plans to continue with these activities. A blood drive is also being considered as an additional activity in the spring.

j. Sustainability – Information about the Iowa River Cleanup has gone out to CoE and will be sent out again the first week of September. Blake is coordinating.

8. Old Business – none
9. New Business – none
10. Adjourned 9:34 AM

Next meeting

September 28, 2017; 8:30am

Location: National Advanced Driving Simulator (NADS) 2401 Oakdale Blvd.
Brief tour of facility available following the meeting for those interested.