

ESAC Meeting Minutes 7/25/2013

Call to order by Sara Steussy (8:30 a.m.)

Present: Sara Steussy, Jon Durst, Ryan Baumert, Courtney Bork, Lisa Digman, Kandace Munson, Margaret Nelson, Dan Gilles, and Derek Chang

Minutes from the May meeting were approved. No new agenda items were put forth.

Current and newly-elected ESAC members introduced themselves.

UISC Report : None

Finance/HR Director Report:

Jan Waterhouse was unable to attend.

Committee reports:

(Summaries of committees for new members)

Executive: Includes President, Vice President/President Elect, Treasurer, and Secretary. Committee formulates goals and direction for the council. Meet with the Dean of the college.

Elections: Chaired by the Vice President/President Elect. Committee organizes the web-based ballots and election email announcements.

Staff Awards: To solicit, review and provide recommendations for the Mary Sheedy Staff Excellence, Staff Service, and Staff Research Awards.

Social Events: These are usually centered on a lunch, with ESAC providing the main dish.

Publicity: Create signage, posters, and publications for ESAC activities. We should consider combining the webmaster position into this committee. Wendy Meyers and Margaret Nelson were suggested as new committee members.

Welcome & Goodbye: Send welcome and goodbye cards to staff.

Get to Know the College: Allow the staff to become more knowledgeable of what research and activities are occurring at the college.

Bylaws: Maintain the written policies and rules of ESAC organization and structure.

Community Service: Main service event has been the River Cleanup in recent years. We have also had a food drive at Hy-Vee. We should consider participating in On Iowa

event. Kandace will talk with her contact to establish joining another college group to help with On Iowa.

Old Business:

- New bylaws were passed with a vote after the month of review.

New Business:

- Elections of new officers
 - With the departure of our President-Elect, we were required to elect a new ESAC President for the next year. Ryan Baumert was elected for 2014 term.
 - Jon Durst was elected as the Vice President/President Elect for 2014 term
 - Jackie Stolze was elected as the Secretary for 2014 term
 - Sara Steussy was elected as the Treasurer for 2014 term
- Committee Assignments
 - There are four standing committees: Executive, Elections, Staff Awards, and Bylaws
 - Ryan proposed that Service Committee become a standing committee
 - Bylaws, Policies and Procedures
 - Dan Gilles nominated as chair. Ryan proposed the committee need not provide a regular committee report, but take notes for end of year revisions.
 - Elections: Chaired by VP/President Elect Jon Durst
 - Staff Award: Sara and Margaret expressed interest in joining this committee
 - Social Events: Kandace volunteered to chair. Wendy and Lisa expressed interest in joining. Ryan suggested that we can include other non-ESAC members in the events such as Deb Hampton.
 - Publicity and Communications: Jackie is the current chair. Wendy had expressed some interest. Margaret, Derek, and Courtney volunteered to join committee.
 - Welcome/Goodbye: Kandace is the current chair. We will need to sign new cards at upcoming meetings.
 - Get to know the College: We could have faculty present their research, especially those that are capable of presenting their research to a non-technical crowd. We should go outside of ESAC to find ideas for events. We could join other events, such as the Operator Performance Laboratory event at the airport last year.
 - Community Service: We need to seek out different service events besides the river cleanup. Lisa suggested that whenever we hold an ESAC event we could ask for a canned food item or school supplies as an admission price. Lisa also suggested that we can run a program that collects the small travel shampoo, conditioner, lotion, etc., from people in the college to donate to crisis centers. We could have a donation box in each department's office. Derek suggested organizing a recycling program. Jon was aware of University disposal programs for things like E-Waste, but we may need to take our items elsewhere, because there is a cost associated with disposal.
- 2013-2014 Monthly Meeting Date and Time

- To remain the last Thursday of the month, at 8:30 AM
- Items From the Floor
 - Kandace will organize getting ESAC T-shirts for the new members. Sara will contact Brandon Barquist about transferring T-shirts to Kandace.

Adjourned at 9:45 a.m.

Submitted by: Dan Gilles

Next Meeting: August 29th, Location: TBA