

ESAC Meeting Minutes 3/26/2015

Call to order by Jenni Rumping (8:30 a.m.)

Present: Derek Chang, Josh Atcher, Eric Jetter, Jill McNamara, Jenni Rumping, Jan Waterhouse, Lisa Lang, April Tippett, Sarah Williams, Robert Johnson

Minutes from the February 26th meeting were approved.

Announcements:

- Josh Atcher and Lisa Lang have joined ESAC beginning in March.
- Other elected members will be invited for the June meeting.
- Mark Wilson's term in UI Staff Council (Engineering and Architecture). ESAC needs to send an email to encourage staff to participate the new election. Sara Williams will be able to do that.
- COE Staff/Faculty Photo Day has been set to be on 4/22. Aneta can take group pictures for up to 3 people as a group at a time. If more than 3 people as a group, staff need to notify Jenni Rumping prior to the photo day so Aneta may be able to make some arrange for larger group. ESAC members will also be asked to support the event to assist Aneta during the photo day.
- Dean's office should also try to encourage the faculty to update their photos if they were taken a while ago and are out dated.

Finance/HR Director Report:

Jan Waterhouse provided and went over a few summarized charts of the "Working at Iowa 2014 Survey" results.

- The College of Engineering Awards and Recognition Ceremony will be held on Friday, April 3rd at 3:30 P.M.
- On the College of Engineering website, there is a link for anyone to express their appreciation for a COE staff/faculty member or student staff. ESAC should let people know about this. The link is a button on the COE's home page at the right bottom corner "Thanks a Staff Member".
- TIER project is current working with HR on the restructure. There is information available online: <http://hr.uiowa.edu/tierHR>.

April Tippett has few updates regarding future staff/faculty's traveling plan/reimbursement.

Committee Reports:

- Executive: Jill McNamara updated the budget. As on March 26th, ESAC still has \$723.95. ESAC may split the cost of the photo day with the Dean's office.
- Elections: Invite the selected new members to attend June meeting.
- Staff Awards: None.
- Social Events: None.
- Publicity and Communication: None.
- Welcome & Goodbye: There might be one new staff recently. We will need to get the name and send the welcome card.

- Get to Know the College: We will be hosting a tour to the Nation Advanced Driving Simulator (NADS) on April 9th afternoon. Few spots are still available.
- Bylaws/Policies & Procedures: No report.
- Community Service: None.

Old Business: None

New Business: None

Adjournment: Jenni Rumping adjourned the meeting at 9:45 a.m.

Submitted by: Derek Chang

Next Meeting: 8:30 a.m., April 30th, 2015
Location: CADD. Room to be announced.