

## **ESAC Meeting Minutes 1/30/2014**

**Call to order** by Jon Durst (8:40 a.m.)

**Present:** Jon Durst, Kandy Munson, Margaret Nelson, Courtney Bork, Dan Gilles, Derek Chang, Sara Steussy, Jackie Hartling Stolze, Jenni Rumping, and Kandi Munson

Minutes from the December meeting were approved. Kandi announced that Lisa Digman is resigning from ESAC.

Jon initiated an impromptu discussion of budget issues, and Sara presented a spreadsheet showing our expenses to date and projected expenses for the remainder of the year. We have approximately \$1,000 left. Estimated expenses included: Treat Day, \$275; Engineering Awards Ceremony Luncheon, \$250; The Golden Ladle Chili/Soup Cook-off, \$100; Get to Know the College IFC event, \$150; and Photo Day, \$200 (details may alter this amount).

### **Finance/HR Director Report:**

Jan was unavailable for the meeting; April reported that a training session is scheduled for tomorrow, Jan. 31, on the new online performance management tool. Also, a search is underway for Linda Wheatley's position in the Department of Chemical and Biochemical Engineering.

**UISC Report:** Jon read from Melissa's summary of the most recent UI Staff Council minutes:

- Dance Marathon coming up;
- The Office of the Dean of Students is preparing a Quick Guide for Helping Students that will be distributed on campus; and
- Staff Council elections are coming up.

### **Committee Reports:**

- Executive: Sara will coordinate a meeting for the Executive Committee with the dean in early March if possible.
- Elections: Elections are getting close! Mark Wilson may be able to provide information on how to coordinate the online voting.
- Staff Awards: Since Sara will be on maternity leave, Jenni and Margaret have agreed to head up this effort.
- Social Events: The Golden Ladle Soup/Chili Cook-off is scheduled for Wed., Feb. 19. Jon will prepare the Golden Ladle award for the winner. Participants will be able to vote for their top two favorites. We decided not to pursue the soap donations this time.
- Publicity: Jackie and Courtney will help with publicity for the Golden Ladle event.
- Welcome & Goodbye: Welcome cards were sent to Keith Schilling, IIHR; Drew Latta, IIHR; Vincent Horosewski, NADS; Nicole Watson, CCAD; Stephanie Tassier-Surine, IIHR; Ryan Clark, IIHR; H. Paul Liu, IIHR; John Gannon, IIHR; Richard Langel, IIHR; and Jason Vogelgesang, IIHR.
- Get to Know the College: Derek presented options for the IFC event in March. It will be a poster session, using posters prepared for the IFC Legislative Breakfast on March 11, followed by a seminar presented by Larry Weber or Witold Krajewski, if one of them is available. An

educational presentation on how to use IFIS to be better prepared for floods is also planned. The event will be held at the Seamans Center and last 2-3 hours.

- Bylaws: The revised bylaws are up on the ESAC website.
- Community Service: No report.

**Old Business:**

- The Confucius Institute workshop for pronunciation of Chinese names is on hold.
- We discussed options for providing professional photos for COE staff, and how much ESAC could afford to contribute (\$200). If the college agrees, we might be able use a somewhat less expensive photographer who takes photos for IIHR (Aneta Goska). Jackie will talk to Aneta and see how much it would cost, and if she is interested.

**New Business:**

- We discussed posting weekly updates to encourage competition between the College of Engineering's Live Healthy Iowa teams on the ESAC website. Jackie and Courtney will work on this.

**Jon Durst adjourned the meeting at 9:30 a.m.**

Submitted by: Jackie Hartling Stolze

**Next Meeting: 8:30 a.m., Feb. 27, 2014**  
**Location: TBD**