

ESAC Meeting Minutes 7/29/2014

Call to order by Jenni Rumping (10:05 a.m.)

Present: Dan Gilles, Tracy Peterson, Courtney Bork, Jenni Rumping, Jill McNamara, Sarah Williams, Jan Waterhouse

Minutes from the July meeting were approved.

Jill announced that the Honor Wall has been updated.

UI Staff Council Report: NA. We will establish a schedule for next year so we have someone attending each UISC meeting. This will be kept with the agendas.

Finance/HR Director Report:

Jan reported that as of August 1st, April Tippett will be Director of Finance for the College. This has been the plan for some time to transition Jan into the Director of HR role. The performance review tool will be updated; both in appearance and in function. Improvements will allow the review to be sent back and forth between the supervisor and employee. Jan would like to hold a seminar on writing appropriate goals, possibly a Lunch & Learn event. Jan would also like to work on an informal reward and recognition program for peer-to-peer or supervisor-to-employee. It was discussed whether it would be appropriate to have a student-to-staff recognition, given the effort that goes into helping students. The program would run year round. Jan also reported that the Working@Iowa survey will be repeated in October on a 2-year cycle.

Committee Reports:

*****Reminder: End of Year Reports are due for 2013-2014 Committees******

- Executive: None
- Elections: The executive committee agreed to forgo elections given the availability of David Grady, who has been administrator of previous online elections. There were 3 interested persons and only 3 vacancies, so the candidates were given 2 year terms.
- Staff Awards: None
- Social Events: Ice Cream social event will possibly be held on the rooftop terrace. Courtney will coordinate. A date in September or early October will be selected.
- Publicity and Communication: Tracy Peterson was nominated to chair this committee.
- Welcome & Goodbye: Tracy Peterson volunteered to chair this committee.
- Get to Know the College: The event with the Iowa Geological Survey will be moved to October due to the Oakdale research facility being uncomfortably warm until Fall. Derek Chang will report details later.
- Bylaws/Policies & Procedures: Dan needs to finish 2013-2014 end of year summary of changes to the bylaws
- Community Service: Sara volunteered to chair the community service committee. No announcements.

Old Business: None

New Business: NA

Adjournment: Jenni Rumping adjourned the meeting at 10:45 a.m.

Submitted by: Dan Gilles

Next Meeting: 8:30 a.m., Sept 11, 2014
Location: TBD