

## **ESAC Meeting Minutes 4/24/2014**

**Call to order** by Jenni Rumping (8:33 a.m.)

**Present:** Courtney Bork, Dan Gilles, Kandy Munson, Jenni Rumping, Jackie Stolze, Melissa Ward, Jan Waterhouse

Minutes from the March meeting were approved.

Brittany Bakker from UI Wellness made a presentation on the Blue Zone project. She distributed sign-up forms and answered questions.

### **UI Staff Council Report:**

Jenni reported that we will be electing a UI Staff Council representative for Org 15 (Engineering) in the next few weeks – watch your email.

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

Jan reported that the college had a good completion rate for performance reviews; 99 percent were submitted on time. The College of Engineering Awards Ceremony is coming up on May 15.

### **Committee Reports:**

- **Executive:** The Executive Committee met with the Dean on April 22 and presented a short review of ESAC's activities over the last year. We asked Dean Scranton for his input and suggestions. He suggested that ESAC members volunteer to judge posters at the next Research Open House, and that we use the website to remind employees that they can bring any issues or suggestions to their ESAC representatives. Overall, he seemed pleased with ESAC's activities.
- **Elections:** The UI Staff Council election is coming soon, followed by the ESAC elections. Both will be conducted via email. Since several members have resigned, Jan suggested that we appoint some new members to finish out the terms of those who have left. Names of possible new members were put forward. We will need a total of seven new members, counting those who resigned early and those who will rotate off at the end of June.
- **Staff Awards:** Jenni reported that the deadline for nominations has been extended to April 29.
- **Social Events:** Treat Day will be scheduled for Friday, May 16. The group decided not to host a luncheon for staff award nominees/nominators.
- **Publicity and Communication:** No report.
- **Welcome & Goodbye:** Kandy Munson reported that a welcome card was sent to Jacquie Albrecht in the Department of Chemical and Biochemical Engineering; goodbye cards went to Jonathan Durst, Ryan Baumert, Rick Gambo, Margaret Nelson, Linda Wheatley, and Chris Wilson.
- **Get to Know the College:** No report.
- **Bylaws/Policies & Procedures:** No report.
- **Community Service:** No report.

**Old Business:**

- Photo Day: This event is set for Thursday, April 24, from 1:30–4:30 p.m. in 2228 SC. Response has been good, and the entire schedule is filled.
- Budget Update: We will have the following expenses before the end of the year: Treat Day and Photo Day. We have about \$200 left.
- Confucius Institute Pronunciation Workshop: This was well attended, with 10-12 participants. The class was well organized and full of good information.

**New Business:**

**Adjournment:** Jenni Rumping adjourned the meeting at 9:36 a.m.

**Submitted by:** Jackie Hartling Stolze

**Next Meeting: 8:30 a.m., May 29, 2014**  
**Location: IATL (room TBA)**