

ESAC Meeting Minutes 8/29/2013

Call to order by Jon Durst (9:05 a.m.)

Present: Jon Durst, Kandace Munson, Margaret Nelson, Dan Gilles, Derek Chang, Jackie Hartling Stolze, April Tippet, Jenni Rumping, and Jan Waterhouse

Bill Barker from the College of Public Health communications office gave us a tour of the building.

Jon Durst called the meeting to order at 9:05 a.m. Minutes from the July meeting were approved. No new agenda items were put forth.

Finance/HR Director Report:

Jan gave us an update on HR issues for the upcoming year.

- UI Central HR is launching a new web-based performance management system, which includes a goal-management system. Staff will be able to document progress on goals throughout the year, and this information will automatically feed into performance review documents. Jan is planning a demonstration session, which will be announced soon. She said this will be a good tool for us that promotes ongoing communication between supervisors and staff.
- The next year will be a busy recruiting period for the College of Engineering. We will hire 7-9 faculty members and 4 P&S staff.
- April Tippet introduced herself; she works with Jan and will eventually assume all financial duties as Director of Finance.

UISC Report: None

Committee reports:

- Executive: No report.
- Elections: No report.
- Staff Awards: No report.
- Social Events: Since Wendy is leaving the college, the Social Events Committee needs new members. Jenni volunteered to join the group.
- Publicity: We are working on electronic and paper signage to promote the battery recycling project.
- Welcome & Goodbye: Kandy will be sending cards to Jesse Piotrowski and Wendy Meyers. Typically, Jan shares information about new hires and departures with Kandy.
- Get to Know the College: No report.
- Bylaws: No report.
- Community Service: Jackie reported that ESAC has been invited to participate in a river clean-up sponsored by the city of Iowa City. The event is scheduled for Oct. 12 (a bye weekend for the football team). The group agreed that we should participate; we've been asked to provide online registration, as well as to promote the event and recruit students and staff in the College of Engineering to participate.

Old Business:

- Kandy has ESAC T-shirts for those who still need them. Let her know what size you need.
- New nametags will be available at the next meeting.
- Committee Assignments:
 - Derek, Jenni, and Dan agreed to serve on the Get to Know the College Committee.

- The Community Service Committee still needs a chair. Sara may be persuaded to serve.
- Jan reported that last year we failed to spend \$500 that had been budgeted for ESAC. We got the full \$1,500 again this year, but if we again have surplus funds at the end of the year, we're likely to lose them.
- Please send one-page committee reports from last year to Mark Wilson if you haven't already.

New Business:

- None.

Adjourned at 9:43 a.m.

Submitted by: Jackie Hartling Stolze

Next Meeting: 8:30 a.m., Sept. 26, Location: IATL (Details TBD)