

ESAC Meeting Minutes 1/29/2015

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

Present: Derek Chang, Daniel Gilles, Eric Jetter, Jill McNamara, Jenni Rumping, Jan Waterhouse

Minutes from the November 20th meeting were approved.

Announcements:

- Courtney Bork has resigned from ESAC.
- With the current numbers of members of ESAC and a few current members' term is due this May, the decision was made to move forward with the ESAC election to possibly the third week of February, 2015, and hopefully the elected meme. Dan will start the preparation of the election. Jenni will contact Doug Eltoft to set up the online election process. Seven people will be needed to fill up the vacancies. Two out of the seven people will be requested to serve earlier to replace Courtney and another vacancy.
- With the numbers of new faculty and staff, ESAC will be hosting another photo day this semester. A potential time was discussed to be the week before Spring Break. Four ESAC members will be needed to take turns to assist the photographer. Aneta Goska will possibly be the photographer again since ESAC had very nice experience with her last year. Jill will send an email to the departments to encourage people to update their photos if the current ones on the website were taken long time ago. This photo day event will be in Seamans Center. Room is to be determined.

Finance/HR Director Report:

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

- Overall, the items of "My unit has a strong focus on providing excellent service to those we interact with" and "My supervisor treats me with respect" have very good response for the CoE staff.
- The items of "I receive regular feedback about my work" and "Workloads are distributed fairly in my unit" were discussed to have the need to attention and methods to improve. CoE HR will have meetings with departments' directors to go over the survey results and seek for solutions for further improvements on concerning items.

Committee Reports:

- Executive: We will need to schedule a meeting with the Dean. Tentative time will be early April, prior to CoE advisory board meeting.
- Elections: See the announcements for details.
- Staff Awards: Jenni will work with Sarah send out an email to the CoE faculty and staff for the details for Staff Award nominations. The nomination form will be attached in the email this year.
- Social Events: Cookie exchange and hot cocoa event was hosted on 12/22 (Monday). It was a very enjoyable event for all of the attendances. In this event, we also wrapped the Christmas

gifts that were donated from the CoE staff for a HACAP family. It was a very successful and meaningful event. With the abundant donations, ESAC may try to support to two families this Christmas. Jill will send out an appreciation letter to the entire college.

- **Publicity and Communication:**
 - Flyers will need to be made for the upcoming events: Staff award, election, get to know college, etc.
 - Since Courtney has resigned, Jenni, Jill and Dan will take place to manage the ESAC website updates.
- **Welcome & Goodbye:** None.
- **Get to Know the College:** We will be hosting a tour to the Nation Advanced Driving Simulator (NADS) this semester, tentatively April 2nd or 9th afternoon.
- **Bylaws/Policies & Procedures:** No report.
- **Community Service:** We collected donations near 400lb that is slightly less than a year before. It is suggested that ESAC host the event this early December for two weeks.

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., February 26th, 2015

Location: TBA