

ESAC Meeting Minutes 4/30/2015

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

Present: Derek Chang, Josh Atcher, Eric Jetter, Jill McNamara, Jenni Rumping, Jan Waterhouse, Lisa Lang, Sarah Williams, Robert Johnson, Dan Gilles, John Millsap, Harvest Schroeder

Location: 202ERF (CCAD)

Minutes from the February 26th meeting were approved.

Announcements:

- None

Finance/HR Director Report:

- The College of Engineering has 100% rate of performance review completed.
- "Thank a Staff Member" has very good feedback from the COE.

Committee Reports:

- Executive: None.
- Elections: None.
- Staff Awards: None.
- Social Events: Jenni brought up the thought of ESAC hosing game day lunch, card day, or board game that can associate with bring your own lunch or potluck.
- Publicity and Communication: None.
- Welcome & Goodbye: All of the welcome and goodbye are taken care of or under control.
- Get to Know the College: The Get to Know NADS was successful and had good feedback from the participants. Derek needs to send activity pictures to Jill to post on the ESAC website.
- Bylaws/Policies & Procedures: No report.
- Community Service: ESAC received a Thank You card from the family that we supported Christmas gifts. Due to the amount of donations, we may consider to support two medium size families this year.

Old Business:

- Treat Day report: the total cost was \$326. Cookies and muffins from Cookie's and More were served. Everyone seemed to enjoy and appreciate being recognized, even the Engineering Library staff.
- Volunteer for COE research open house judges: ESAC had good representation in the event. We certainly would like to continue to support for the future events.

New Business:

- Item from the floor: The Photo Day was successful. The sign-up method was convenient and efficient and organized through <http://www.signupgenius.com/>.

Adjournment: Jenni Rumping adjourned the meeting at 9:00 a.m.

Submitted by: Derek Chang

Next Meeting: 8:30 a.m., May 28th, 2015
Location: TH 331.