**Engineering Staff Advisory Council**

Friday, September 7, 2018 at 8:30am

NADS Board Room

1. Call to order 8:03 AM

Attendees: Jacob Heiden, Rachel Marek, Dawn Marshall, Blake Rupe, Chris Schwarz, Brian Snider, Kristina Venzke, April Tippett

1. Approval of minutes from previous meeting
   1. Minutes from August meeting were discussed and suggested amenedments will be sent to Dawn. Approval of minutes postponed until October meeting
2. Announcements - none
3. Impromptu new business items for this agenda
   1. An issue brought up by a consitutent will be added to the new business portion of the agenda
4. Liaison Committee Reports (10)

* UI Staff Council meeting – no report
* HR Director Jan Waterhouse – no report
* Finance Director April Tippett – College enrollment for the fall semester census date was released yesterday, the data will be reviewed by the Dean’s Office and then released on the College of Engineering data portal. The University leadership is still working through the UI Budget Model and the reconciliation aspect, there are some upcoming meetings that April and Alec will be attending to learn more information.

1. Committee reports (60 min – 6 min. each)
   1. Executive
      1. committee is discussing billable hours, discussion during this meeting was set aside to be continued during the billable hours agenda item under old business;
      2. Question & Answer session for staff with Dean Larry Weber has been scheduled for October 25, 2018.
      3. ESAC meeting with Jason Kosovski, the new Community Relations Directof for the college, is scheduled for September 17, 2018.
   2. Elections
      1. Committee is looking for a source of funds to support the purchase of a more substantial staff appreciation gift, once found an application/proposal will be made
   3. Staff Awards – no report
   4. Social Events
      1. Halloween Costume Contest will be held on October 31, 2018.
   5. Get to Know the College
      1. Happy Hour event held on Septebmer 6 was attended by at least 22 people
      2. An event of October is being considered/planned, more information will provided when known; it was suggested moving an event to November since the costume contest is in October and the holiday feast event has been moved to December
   6. Publicity, incl. Welcome/Goodbye
      1. Information for currently planned events are on the ESAC website
      2. An email will be sent to staff about the question and answer session with Dean Weber
      3. Swag for staff was discussed with Megan Allen and the idea was welcomed, other offices may also have swag that can be contributed
   7. Bylaws/Policies & Procedures
      1. Vote on additional revisions to the bylaws as presented in August is on the agenda
   8. Community Service (update shared by email prior to meeting)
      1. 3 large initiatives per season (Fall, Winter, Spring) with JoCo Farm Harvest (food donated to hunger-relief agencies), HACAP Family, JoCo Crisis Center Food Drive
      2. Committee is considering not doing the HACAP & Crisis Center donation drives at the same time, there are other Crisis Center initiatives at other times of the year
      3. TOTAL ESAC funding request - $150
   9. Sustainability
      1. Composting has restarted
      2. Signage in the annex for recycling is slowly progressing
      3. The Office of Sustainability and Facilities Management is working to implement the Tiny Trash program in the rest of SC. ESAC Sustainability Committee is receiving updates and will support through engagement with staff as needed there is cost associated with this and it is unknown how it will be covered, an inventory of paired recycling and landfill bins with appropriate signage needed is being conducted
   10. Wellness
       1. 7 initiatives, including writing a wellness center grant; hosting yoga, taekwondo, liveWELL toolkit or “lunch n learn” of healthy habits, mental relaxation during games at lunch, and a healthiest state annual walk; and promoting the UI health fair for staff,
       2. Megan Hamms, Wellness Director, will give a presentation to the committee on wellness opportunities
       3. Important next step: Survey of CoE staff to support Wellness Center grant application, the grant is for up to $500
       4. TOTAL ESAC funding request - $100
2. Old Business
   1. Bylaws Revisions – passed unamimously
   2. Billable Hours update
      1. ESAC has a total of $1200 to support staff serving on the council, NADS and IIHR current members (5 members) at 1.5 hrs. per month to cover attending the council meeting in July, August, and September would cost $1132.83, once funds run out a request for additional funds could be submitted yet no additional funds could be approved until January when more will be known about the college budget; coverage for a full year of serving would be $4531.32
   3. COE Swag - discussed during Publicity committee update
   4. Budget Discussion
      1. Projected budget is$2120, available budget is $1725
      2. Committee chairs are tasked with refining their budget requests with the goal of a 20% reduction by the next meeting
3. New Business
   1. No time remained for presentation and discussion of constituent’s issue. The topic will be added to the next meeting agenda

Action Items:

* Dawn will create an ESAC calendar for events.
* Jacob – submit proposal for additiona funds to cover billable hours ASAP directly to April
* Committee chairs – refine budget requests with more detail and the goal of 20% reduction in request

Adjourn 10:00 AM

**Next meeting**

October 5, 2018 8:30 a.m.

SHL Conference Room