**Engineering Staff Advisory Council**

August 15, 2018 8:30 a.m.

4632 SC

1. Call to order 8:35 AM
2. Approval of minutes from meeting on July 27, 2018 – unanimously approved
3. Announcements
   1. ESAC will go paperless. This means that agendas, minutes, and other documents will not be printed for distribution at meetings. Attendees are welcome to print materials as needed.
   2. ESAC SharePoint site access has been updated and is available to all members.
4. Impromptu new business items for this agenda - none
5. Liaison Committee Reports

* UI Staff Council meeting – no report. Blake will send the UI Staff Council minutes to ESAC members when they are posted. Dawn will send ESAC minutes to the UI Staff Council when they are approved.
* HR Director via April Tippett
  + Hailey Boileau is a new website designer for the College of Engineering. It is not yet known exactly what responsibilities she will take over.
  + Katie Schnedler is joining the Industrial and Systems Engineering office.
  + Reminder to complete dependent eligibility verification process
* Finance Director April Tippett
  + Student enrollment is approximately 500 for first year, which is higher than projected.
  + The reconciliation model is still unknown for the university budget model.
  + Question from an ESAC constituent about the number of Shared Services staff was presented. The number of Full Time Employees agreed upon between the College of Engineering and Shared Services remains the same. The open spot will be filled by Shared Services.
  + College of Engineering Advisory Board meeting is planned for Friday, October 19.

1. Committee reports: committees share proposed budget, committee goals, justifications (60 min – 6 min. each)
   1. Executive
      1. Meeting today willwith intent to discuss billable hours
      2. Lunch meeting for College of Engineering staff with Dean Larry Weber will be scheduled
      3. Executive committee meeting with Dean Larry Weber is scheduled for October 24
      4. Meeting with Jason Kosovski is scheduled for September 5
   2. Elections
      1. This committee’s work occurs in the spring.
      2. Looking for better staff appreciation items and for funding opportunities to support the purchase. The current budget is $350, which will support a larger food item yet not a travel mug or similar. The goal price point is $5 per person.
   3. Staff Awards
      1. This committee’s work occurs in the spring. No budget is requested. Billable hours may be requested.
   4. Social Events
      1. Prioritizing
         1. Halloween Costume Contest on October 31 (location?), no budget requested
         2. Holiday Feast – dates to be determined in December, $700 budget
         3. Chili Cookoff on February 27 in 2520C UUC
         4. Summer Grill Out – dates to be determined, location to be determined, $100 budget requested
         5. General supplies budgeted for $50 may not be needed and reallocated to an event
   5. Get to Know the College
      1. NADS Open House on August 8 had 5 attendees
      2. Big Grove happy hour event is planned for September, date to be determined
      3. Other events that will be planned
         1. October tour or presentation
         2. Spring tour or presentation
         3. Spring happy hour gathering
            1. Suggested locations: Hatchet Jacks, outside location with woodfired pizza and firepits
      4. Budget line doesn’t exist for this committee, yet expenses will be incurred for some events, expected amounts: $300 for two happy hour events, $50 for new initiatives
   6. Publicity, incl. Welcome/Goodbye
      1. Activities for this committee include welcome/good-bye cards, ESAC shirts, mass emails, maintaining the website
      2. Goals – higher attendance
      3. Budget items: $50 for T-shirts for new members, $25 for supplies for welcome/good-bye, $100 for swag to increase ESAC visibility such as a pop-up sign to display at events and outside meetings (range approximately $200) but not requesting budget for this item right now
   7. Bylaws/Policies & Procedures
      1. Additional revisions to bylaws as directed during July meeting were reviewed, vote will occur at September meeting
      2. No budget is requested for this committee
   8. Community Service
      1. This committee hasn’t yet met.
      2. Budget request of $25 for gift wrapping for HACAP donations
   9. Sustainability
      1. Mayors Youth Empowerment Program – Participants in this program ensure that items in the recycle bins are appropriate. The day of the week they are in Seamans Center will be changing.
      2. No plans for events hosted by this committee.
      3. Focus on recycling and composting initiatives and implementing improvements
      4. There may be a tiny trash can rollout in Seamans Center. ESAC may help with education and encouragement.
      5. No budget request beyond the $2475 already allocated for the composting program.
   10. Wellness
       1. This committee hasn’t yet met.
       2. Additional funds may be pursued through wellness grants.
2. General Discussion
   1. Rewards and recognition is in place to all ESAC to give gift cards as prizes.
   2. Regarding potential staff appreciation gifts and prizes, there is a maximum value for gifts that staff can receive, but it does not apply when the gift comes from ESAC because we are not a “restricted donor”. Ammendment:
   3. Jacob will talk with Jane Dorman and Wendy Brentner about College of Engineering swag.
   4. A budget report from the treasurer will be added to the ESAC agenda.
3. New Business
   1. Updated committee descriptions that have been received are on the ESAC website. Descriptions for the Community Service and Wellness committees are still needed.
   2. Documents for each meeting will be put on SharePoint before each meeting.

Adjourn 10:02 AM

Action Items:

Blake – send UI Staff Council minutes to ESAC members when posted

Dawn – send ESAC minutes to UI Staff Council when approved

Jacob – talk with Jane and Wendy about Coe swag

Dawn – check display options at future meeting locations

**Next meeting**

~~September 19, 2018 8:30 a.m.~~

Note: following the August meeting the day of the month ESAC meets was changed.

September 7, 2018

NADS Boardroom