

ESAC Meeting Minutes 9/26/2013

Call to order by Jon Durst, approx.. 9:00am

Present: Jon Durst, Derek Chang, Dan Gilles, Jennifer Rumping, Jan Waterhouse

Pat Arkema from Art and Art History gave ESAC a tour of the building.

Minutes approved from the August meeting.

Ryan has resigned from ESAC. We will look at bylaws, but Jon Durst has offered to take over.

Finance/HR Director Report:

Jan Waterhouse

- My UICareer, 16 people have signed up for the 9/27 training, another training is offered next week. Sign up through Self-Service. Training is not necessary to use the system, but the demo will be helpful.
 - Goals need to be entered by November 1 by each employee.
 - Supervisors should then go in and finalize employee goals by November 22.
 - Employees will need to refer back to their reviews from last year when putting in goals for this year.
 - Goals should be attainable, reasonable, and measurable.
 - Goal statement and measure for goal should be entered into My UICareer
 - There is a goal writing wizard available to help employees write their goals.

Committee Reports

- Executive: Ryan is no longer a member of ESAC. We will determine what will happen at the next meeting.
- Elections: No report.
- Staff Awards: No report.
- Social Events: Most of the social events people didn't attend. The group has decided to do a November Thanksgiving event. A Doodle poll will go out to the Social Committee for date selection from November 20 – 22. Derek will send out the Doodle poll.
- Publicity: A slide has been created to put up on electronic displays for battery recycling. Stop by 4105 SC to have Jon Durst make a recycling box for your area. Jenni will take a recycling box over to CCAD. Jon will contact Brandon to see if their area would like a box. Jon will talk with Jackie about getting a slide up on the IIHR monitors.
- Welcome/Goodbye: Did Wendy Myers get her cards? Jesse may have gotten his card, but we need to follow-up.
- Get to Know the College: Jan stated that in the past we have done CCAD, OPL, IIHR, LACMERS. New faculty will not be here until next fall. New staff will start to come as early as this fall. A February date will be set at a later time. Jan suggested a tour of the Iowa Flood Center Lunch and Learn presentation. In the past, one session is a lunch and learn presentation, with a second session at a later date for a field trip. Another idea would also be the Solidification lab. Derek, Dan, and Jenni agreed to serve on this committee.
- Bylaws: No update, but Dan will review the bylaws to see what needs to be done with Ryan leaving.
- Community Service: Jackie did a great job with the river clean-up poster. The date is October 12, 9am to noon. Jackie has the press release made, and has asked ESAC members to post flyers. Jon will do SC and CRWC, Derek will do IATL, Jenni will take care of CCAD.

Budget Update

- \$1,500 left to spend. The November social event and Get to Know the College event will use some of these funds up. All funds need to be spent so that ESAC doesn't lose funding.

Old Business

- Everyone should have their ESAC shirts. Please notify Kandy if you haven't received yours.
- Nametags have been created. They will be passed out at the next meeting.

New Business

- Jan stated that there is 1 ESAC member for every 10 staff. Jan asked if ESAC should have a maximum amount of staff. Jon Durst suggested that the maximum amount of staff should be an odd number. We are currently at 11 members with the recent departure of Wendy and Ryan.

Next meeting: 10/31/2013, 8:30am. Location: IATL (Details TBD by Derek)