MEETING

1. **Call to order**
   a. Tippet, Twiari, Hines, Morelli not present
   b. 11:47 call to order (delayed)

2. **Announcements**
   a. Question of the day: Favorite Thanksgiving food/meal

3. **September Meeting Minutes**
   a. Edits and approval ([Minutes](#))
   b. Approved, Ikoma motion with Burkes second

4. **Discuss ESAC annual calendar idea (Alec)**
   a. Available for members/councilors to review and edit

5. **Thank You Card program update**
   a. Form sent out to councilors for final approval and to begin promotion

6. **Committee Updates** ([Committee roster](#))
   a. Executive – met with the Dean
      i. Discussion about her interaction with ESAC executive committee around events such as Q&A or Townhall in fall as well as the social or icebreaker in spring
      ii. Will visit with entire council meeting annually in January
      iii. Would like to start a late summer/fall kickoff retreat
      iv. Goals for future “road show” or webinar series
   b. Bylaws - draft for review and discussion in Dec (vote Jan)
      i. Jensen will email to members for review and discussion at next mtg.
   c. Elections - N/A
   d. Staff Awards – N/A
   e. Publicity & Greeting -
      i. Solicit items for the newsletter
   f. Engagement & Inclusion
      i. Events plan – Chili Cookoff TODAY
      ii. Currently promoting winter clothing drive
         1. Locations in SDC, Library, Dean office, and Hydraulics lab
      iii. Set date for holiday luncheon in future
   g. Sustainability - N/A

7. **Budget Update** – (Ikoma)
   a. Approximately $6k remaining mainly earmarked for staff hours
   b. Will check with Dean’s office about holiday party funding

8. **Liaison Updates**
   a. Finance and Operations Update – April
      i. Not in attendance
   b. HR Update – Diane
i. Survey about awards ceremony sent out, please ask peers to complete and provide feedback, in particular location ideas/thought (should stay same or vary: Stanley, Kinnick, Hancher, etc.)

ii. Student job code mapping is completed and being updated, for better pathways to employment within the University after graduation

iii. BOR DEI study group posted results, campus leaders are evaluating and providing recommendations in March (for Apr BOR meeting)

iv. Two days of vacation added for all vacation eligible employees to use as paid time off

v. Benefits enrollment is open until November 15.

c. DEI Council Update – Amanda
   i. Meeting next week, committees formed, and broad charges given

d. UI Staff Council Update – Brian
   i. Not in attendance

e. EAC Update – Brian
   i. Not in attendance

9. Old Business

10. New Business (open floor)

   a. Nothing brought to table
   b. Motion to adjourn 11:21A Ikoma, Burkes second

Next meeting

December 14, 2023, 10:30 a.m.