

Engineering Staff Advisory Council
Minutes
July 13, 2006

1) Officer Elections

President: Susan Becket

Vice President (President Elect): Megan Allen

Secretary: Dawn Marshall

Representative to Exec. Com.: Ginny Miller

2) Officers will serve two year terms, other terms:

Megan Allen- 2 years

Margaret Evans – 1 year

Chris Schwarz – 1 year

Ginny Miller - 2 years

Rebecca Whitaker - 2 years

Susan Beckett - 2 years

Dawn Marshall - 2 years

Omar Ahmad - 1 year

Mark Wilson - 1 year

John Millsap - 2 years

3) Meeting time and location

Next meeting: August 24, 2006

Meetings will be the fourth Thursday of month 8:30 am to 11:30 am

Susan Becket will set a rotation schedule for the location of the meetings and coordinate with council members at their locations for arrangements for meeting space

Other meeting details and information:

-University vehicles can park in all parking lots

-video conferencing is also an option

-Exchange calendar

4) Standing committees

Elections Committee – Megan Allen will chair as Vice President

Budget and Planning Committee – all members

Bylaws/Policies and Procedures Committee – appoint committee as needed rather than a standing committee

Social Committee – Margaret Evans will chair, Rebecca Whitaker also a member

Explore Engineering Committee – Megan Allen will chair, Jane will be asked if interested in serving

5) Other Items

SharePoint will be used to share agendas, minutes and other documents. A tutorial will be offered at a future meeting.

Public documents will also be posted to the website.

Suggestion box for people to bring issues to the council will be implemented. A way for people to anonymously submit issues via email will be explored.

Ginny reported from Staff Council

Topics:

Flex pay

TIAA CREF

Smoking policy

Discussion:

Discussed areas of interest and possible concerns for the council to address this year.

Items discussed were:

- Staff directory including pictures “Who’s Who in Engineering”, all staff, pictures voluntary
- Emergency preparedness information and procedures
- Better use of signage in Seaman’s Center
- Staff Talk to stay up to date on projects that may benefit or supplement other efforts
- Name badges for council
- Human Resources information and education for staff; represent information in another format that is more accessible