

**Engineering Staff Advisory Council**  
**April 16, 2009**  
**3511 SC**  
**8:30am – 10:30am**

- I. Call to Order
- II. Approval of Minutes
- III. Liaison Committee Reports
  - a. University Staff Council: Report and Future Schedule
  - b. Human Resources, Janann Schiele (Reclassification Project and % Responding w/in CoE Harassment Training)
  - c. Elections
- IV. Old Business
  - a. International/Diversity Committee- Phil will send an email to Barry Butler describing the plans
  - a. Staff Service Award Committee
  - b. May Lunch
  - c. Bike Racks
  - d. Staff Milestones
  - e. Webpage Templates
    - a. Phil will send a letter to Doug requesting that Bill build the interface
  - f. Ice Cream Social in May
  - g. Staff recognition awards
- I. New Business
  - a. Mary Sheedy
    - i. read criteria in read into minutes
    - ii. Phil has some phrases from his email he would like inserted into the minutes
  - b. Staff service award
    - i. Andy has the description to be presented to the council
    - ii. Janann will be asked to provide info on how faculty service and teaching awards are awarded (Phil will email Janann)
  - c. SharePoint
  - d. ESAC Newsletter
  - e. Switching from XP to Vista and adding new domain
    - i. Shall ESAC gather information from staff about how this change will affect them
  - f. Does ESAC want to host/organize more social events

Next meeting: May 18, 2009 at CCAD, 8:30-10:30 am

-----Original Message-----

From: phil jordan [mailto:philip-jordan@uiowa.edu]

Sent: Wednesday, April 15, 2009 11:02 AM

To: Dawn Marshall; diana harris; sarah williams; Susan Beckett; deborah hampton; Andy Veit; Richard A. Hardin; 'Haug, Pete E'

Cc: janann schiele; Butler, P Barry

Subject: Re: Mary Sheedy/ESAC

All:

I ask that the following report be submitted for inclusion in the minutes of the ESAC meeting of Thursday April 16th, 2009:

Dean Butler has asked that going forward, the ESAC President organizes the committee to evaluate the Mary Sheedy applications and that ESAC drives the process, as it is a staff award.

The award will be presented this year in May at the ice cream social.

Current and future ESAC Presidents will need the support of the by-laws and constitution, and the record of the minutes, to document their right and duty to form the committee. Plus, if it's in the by-laws, there is a record of the duties associated with the Presidency, which should help future Presidents plan the year. I propose we add the following phrase to the duties of the President in our by-laws: 'Initiates the formation of the Mary Sheedy Award Evaluation Committee'

I do not believe we should specify further procedures in the by-laws, as future presidents and councils will need to debate and adapt to situational needs. I suggest to the council that it would be a mistake to limit their options.

Finally, we need to add the official criteria for the award to our minutes, rather than an interpretation of the criteria (as in our previous minutes):

The Mary Sheedy Staff Excellence Award is given annually to recognize one member of the College of Engineering staff who exemplifies the characteristics of Mary Sheedy, long time secretary for the Dean of the College of Engineering.

All permanent full-time and part-time (50% or more) Professional & Scientific and Merit staff members employed in the College of Engineering are eligible to be nominated for this award.

The criteria by which applicants are evaluated include:

\*provides outstanding service to the College of Engineering \*has a positive attitude that impacts and improves the work atmosphere within the College \*leaves a lasting impression with the College and its constituents \*demonstrates a commitment to the College and its mission

We will need to make some changes to our website to list the ESAC President (or an ESAC designee) as the contact point, rather than the Dean.

Respectfully submitted,  
Phil Jordan, President  
ESAC