I. Call to Order
II. Approval of Minutes from Previous Meeting
III. Announcements
IV. Impromptu New Business Items for this Agenda
V. Liaison Committee Reports
   a. University Staff Council Report – no August meeting
   b. Human Resources, Jan Waterhouse
      i. Update on comp & class
      ii. ESAC Budget questions
VI. Old Business
   a. Committee mission statements – deadline September meeting
   b. Guidelines for Staff Research Award
   c. ESAC on EAC – topics?
   d. Access to SharePoint site
   e. Ideas for meeting locations (JS, HWBF, IATL, Carver?)
   f. Signup for UI Staff Council meetings
VII. Committee Reports
   a. Executive (Lyons, Wilson, Piotrowski, and Hampton)
   b. Elections (Wilson)
   c. International Flag (Hampton, Potter, Beckett)
   d. Staff Award Evaluation (Wilson, Craig, Piotrowski)
   e. Social Events (Baumert, Hampton, Munson, Britton, Gerard)
   f. Publicity/Webmaster (Hampton, Stolze)
   g. Welcome/Goodbye (Hampton, Gerard)
   h. Get to Know the College (Baumert, Hampton, Waterhouse, Barquist, Craig)
      i. Intranet Advisory (Wilson, Gerard, Harris, Barnhart)
VIII. New Business
   a. Committees
      i. Discussion of Budget and Planning Committee
      ii. Discussion of Bylaws/Policies & Procedures Committee
      iii. Committee sign-up
      iv. Other committees, ideas for new committees?
   b. Comp & Class Q&A Session (partnering with College of Education)
   c. ESAC member vacancy
   d. Impromptu items

Next Meeting: September 28, 2011 at SC
UI Staff Council Meeting Dates
All at 2:30-4:30 PM

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Brandon ESAC Member Attending</th>
<th>Report to ESAC Meeting on</th>
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<tr>
<td>August</td>
<td>No meeting</td>
<td>N/A</td>
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<tr>
<td>September 14, 2011</td>
<td>S401 PBB</td>
<td>Andy Craig</td>
<td>September 28, 2011</td>
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<td>October 12, 2011</td>
<td>2520D UCC</td>
<td>Jesse Piotrowski</td>
<td>October 26, 2011</td>
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<td>November 9, 2011</td>
<td>TBD</td>
<td>Mark Wilson</td>
<td>November 23, 2011</td>
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<td>December 14, 2011</td>
<td>2520D UCC</td>
<td>Jackie Stolze</td>
<td>December 28, 2011</td>
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<td>January 11, 2012</td>
<td>TBD</td>
<td>Jackie Stolze</td>
<td>January 25, 2011</td>
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<td>February 8, 2012</td>
<td>2520D UCC</td>
<td>Sandy Gerard</td>
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<td>March 7, 2012</td>
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Current ESAC Members:

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<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Term</th>
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<tbody>
<tr>
<td>Andy Craig</td>
<td>IIHR</td>
<td>May 2013</td>
</tr>
<tr>
<td>Brandon Barquist</td>
<td>IIHR</td>
<td>May 2013</td>
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<tr>
<td>Deborah Hampton</td>
<td>CCAD</td>
<td>May 2012</td>
</tr>
<tr>
<td>Jackie Stolze</td>
<td>IIHR</td>
<td>May 2013</td>
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<tr>
<td>Jesse Piotrowski</td>
<td>IIHR</td>
<td>May 2013</td>
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<tr>
<td>Kandy Munson</td>
<td>Project Lead the Way</td>
<td>May 2012</td>
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<tr>
<td>Mark Wilson</td>
<td>IIHR</td>
<td>May 2012</td>
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<tr>
<td>Ryan Baumert</td>
<td>Dean’s Office</td>
<td>May 2013</td>
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<tr>
<td>Sandy Gerard</td>
<td>IIHR</td>
<td>May 2013</td>
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<tr>
<td>Shawn Allen</td>
<td>NADS</td>
<td>May 2012</td>
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<tr>
<td>Tom Barnhart</td>
<td>Electronics Shop</td>
<td>May 2013</td>
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<td>Troy Lyons</td>
<td>IIHR</td>
<td>May 2012</td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
<td>May 2012</td>
</tr>
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Article XIV
ESAC Committees

Budget and Planning Committee:
Purpose: To promote overall budget planning and advise the College of Engineering Administration on College resource acquisition and allocation in a manner that is consistent with the College’s strategic plan and the concerns of staff.

Scope of Concern:
1. Gather input from constituency about needs and concerns of staff regarding budget.
2. Meet, as appropriate, with the Dean of the College of Engineering and/or the Budget Officer of the College of Engineering to discuss budget issues of specific concern to staff.
3. The Engineering Staff Advisory Council President will appoint the Chair of the Budget and Planning Committee.

Membership:
1. Members: No restriction on the number of members.
2. Open to all current members of the Engineering Staff Advisory Council.
3. Term: 1 year

Bylaws/Policies & Procedures Committee:
Purpose: To review, facilitate discussion and make recommendations regarding bylaw revisions and policy statements.

Scope of Concern:
1. Review bylaws and recommend amendments that are appropriate and consistent with current bylaws, with support from concerned constituency.
2. Send approved bylaw changes to the College of Engineering Web Master to update the website.
3. Review proposed policies or revisions of policies for appropriateness, consistency with current University policies and support from concerned constituency.
4. Act as parliamentary advisory in order to maintain productive ESAC meetings.

Membership:
1. Members: No restriction on the number of members.
2. Open to: Current Council members. If available a non-Council member may be included to act as an expert or advisor on Bylaws and/or University policy.
3. Term: 1 year

Article XIII
Vacancies
In the event of an ESAC member vacancy during the year, the Elections Committee will use the current term's election results from which to select the next member by order of votes received as a potential nomination for replacement. Open Nominations will be sought from the floor at the next ESAC meeting. After review of all nominated candidates, the Elections Committee will make a recommendation to the Executive Committee of two (2) staff for each vacancy. The Executive Committee will then be responsible to complete final selection of a new member to serve the remainder of the vacant term until it expires.