I. Call to Order: 8:34

II. Present: Tom Barnhart, Shawn Allen, Jesse Piotrowski, Mark Wilson, Susan Beckett (liaison), Kandy Munson, Andy Craig, Jackie Stolze, Troy Lyons, Ryan Baumert, Sandy Gerard, and Deborah Hampton
Not Present: Brandon Barquist

III. Approval of Minutes from Previous Meeting – approved

IV. Announcements: No announcements

V. Impromptu New Business Items for this Agenda - Renaming Publicity Committee to Communications Committee.

VI. Liaison Committee Reports
   a. University Staff Council Report – Susan Becket – there is a delay on comp & class-release date due to a change in the language of the report. Human Resources will send out individual releases September 28, or September 29. They will clarify what the market range entails. The Staff Advisory Council’s Sustainability Committee will be offering Train the Trainer sessions and send Trainers out to teach departments about the new recycling procedures. The new recycling procedure is called a mixed medium, where you do not separate plastic from tin, etc. The new recycle sorting facility in Cedar Rapids is automated.

   b. Human Resources-Susan Beckett
      i. Update on comp & class – stated above.
      ii. Update on search for new CoE Dean – Committee met once and will meet again today. The committee wants to hold forums to get the qualities staff wants in a Dean. Does ESAC want to have forums with faculty and staff together, or separate? Combined preferred as long as staff has a voice in the forum. (Suggested attributes of a dean and nomination advertisement are attached with minutes). The Council requests adding to the Attributes list “has demonstrated a commitment to developing staff as a strategic partner”)
      There may be a way for CoE employees to provide feedback electronically.
VII. Old Business

a. Committee mission statement – Still need Social, Get To Know the College

b. Guidelines for Staff Research Award – Mark is working on a document with Jesse Piotrowski and Andy Craig for all awards. It will contain a listing of past award winners. Dean Scranton will provide input to wording of the Staff Researcher Award. The Associate Dean will sit in on award committee for a year or two during transitioning of the Staff Research Award process. The Staff Researcher Award will be conducted exactly like Mary Sheedy Award. Possibly limit the number of nominations/letters of support one candidate can receive. The Awards Committee will discuss the rules of nomination. Will do more editing and post on groupshare.

c. Topics for ESAC on EAC – Troy is going to get on their agenda. Think about questions to ask – give to Troy.

d. ESAC member vacancy – Mark contacted Natalie Potter and Wendy Brentner, and Ilsa May all declined. The vacancy does not need filled, but are accepting nominations to fill the open position.

e. Comp & Class Q&A Session – postponed – planning on holding Q&A next week or week after. Troy is coordinating with Jennifer Jones to hold the Q&A possibly on October 10. There isn’t a 100% certainty of when information will be released, so a firm date cannot be established yet.

f. Budget and Planning Committee – Met with the Dean to discuss the purpose of this committee listing in the ESAC By-Laws. It was determined that this committee will be taken out of the by-laws, and some of the duties, listed in the language of the committee description, will be taken over by the Executive Committee.

g. Alternate meeting Locations (Boathouse, James Street, IATL, Carver) Carver may not be available until spring. Troy will arrange James St location for October. Troy and Sandy will contact Mandy re: meeting at Boathouse. Sandy will continue to try to reach Carver.

Committee Reports

a. Executive Committee – met with Dean Scranton.
   1. Proposed an increase to ESAC budget to $1500. It was approved.
   2. Dean Scranton talked about the CoE Strategic Plan, and that the faculty was scheduled to vote October 11. He will then let ESAC have a look at it to provide any feedback. Troy will clarify with Dean whether ESAC can review the document before faculty votes.
   3. We discussed having the Deans office take over the management of the International Flags, or still have ESAC maintain and manage the flags.
   4. Guidelines for Staff Research Award – he is fine with letting ESAC take that over.
b. Elections Committee – Will meet to discuss member vacancy and will discuss guidelines for awards.

c. International Flag Committee – disbanded – will inform Dean Scranton that the Deans office will manage. If the Deans office prefers that one person from ESAC be willing to stay on to coordinate changing out the flags, as needed each fall someone will be provided.

d. Social Committee – Oct. 6 is the next potluck event is a Country Theme. BBQ ribs and BBQ chicken will be provided by ESAC with sides provided by staff. The annual Halloween Costume Potluck will be held Oct. 27.

e. Publicity/Webmaster Committee – Sean Allen had volunteered to be the ESAC Webmaster. Changing the name of the committee will be discussed.

f. Welcome/Goodbye Committee – Cards were distributed and signed by council. Make sure the committee receives e-mails of new and departing from Jan Waterhouse in a timely manner.

g. Get to Know the College – no report

h. Intranet Advisory – met to discuss mission statement

VIII. New Business
a. Change name from Publicity/Webmaster Committee to Publicity/Communications Committee. Sandy will rework mission statement.

Adjourned: 10:15

Next meeting: IIHR James Street - October 26. (2421 James St. #3, Coralville, IA) 8:30 – 10:30 AM