Present: Shawn Allen, Ryan Baumert, Dina Blanc, Barbara Booth, Diana Harris, Troy Lyons, Jan Waterhouse ex officio, Mark Wilson.

I. The meeting was called to order at about 8:35 a.m.

II. The minutes of the April 27th meeting at the Wave Basin were approved. Mark Wilson requested that it be recorded that IIHR adopted various safety improvements subsequent to our visit to the building.

III. Liaison Committee Reports
   a. UI Staff Council. Mark was unable to attend the May UI Staff Council Meeting, but Susan’s notes from the meeting have been posted on the ESAC SharePoint site. Diana signaled two issues of potential interest:
      i. Changes in the way elections for UI Staff council members are structured. Questions and suggestions from ESAC members should be directed to Susan Beckett (who is a current UI Staff Council member).
      ii. Representatives from Compensation and Classification have been stressing the need to look at the new classification scheme from its new perspective (and emphasis on competencies) rather than through the lens of the former classification scheme.
   b. HR. For the period 2007-2011, 1 formal complaint originating in the College of Engineering has been made to EOD and no informal complaints. (The request to EOD was a report on complaints of sexual harassment.) During Jan’s time in EOD the average number of complaints made at the University level was 60. A discussion ensued concerning the EOD’s policy of not disclosing this information at the organization level. If ESAC or others wish to address the policy, they could take it up with the Provost’s Office, UI Staff Council, or bring it up with Susan Beckett as a member of UI Staff Council.

IV. Old Business
   a. Web page changes: the A-Z walking Route Maps has been added to the COE web site; a Shared Governance Best Practices site has been added to the ESAC web site.
   b. ESAC did not decide to pursue a direct follow-up to Nancy Noyer’s presentation on staff recognition.

V. Committee Reports
   a. Executive Meeting with Dean Scranton, 5/23
      i. Diana thanked Alec for including so many staff members in the Strategic Plan development process.
      ii. Alec mentioned the new building, for which no state funds will be requested. As the College was able to raise 8 million dollars in donated funds this year, Alec is optimistic about a capital campaign for the new building.
iii. The Dean’s Office is committed to including staff members on search committees, as appropriate (such as a staff member on the search committee for his/her supervisor).

iv. It was agreed that Diana would talk to Jan about ways of making sure that SPOT and Exceptional Performance awards were well publicized to faculty and other supervisors.

v. Diana asked Alec about the possibility of using 360 performance evaluations—wherein staff members are evaluated not only on the basis of information from their supervisor, but also of input from the employees they supervise, and the customers, stakeholders, and co-workers with whom they interact. He replied that he is currently involved with just such an evaluation and would get back to her.

vi. The Executive Committee requested that ESAC get a seat on the Engineering Administrative Council. Alec replied that he’d have to think about it, and mentioned that the main business of the Council was academic rather than administrative. Jan and Ryan, who attend the EAC meetings, agreed with this assessment. Several suggestions were made during the ESAC meeting in response to this issue:

A. EAC could shape its agenda in such a way that there was an administrative and an academic component, so that invited members of the College community could attend the appropriate part of the meetings.

B. Rather than asking that ESAC be given a seat on EAC, we could request that the ESAC President could attend/participate regularly in the EAC.

C. Make a concerted effort to make presentations to EAC on a more regular basis, so that ESAC would become better known/more usual to EAC. For example, ESAC could give a presentation to EAC on SPOT awards and other forms of staff recognition.

See also “New Business b” and “New Business c”

b. Elections Committee. There will be 7 Council members returning next year, leaving 6 spots to be filled. Troy has 7 names, 4 of which are confirmed. Carrie Hogarty is preparing a mailing list for the ballots and David Grady is setting up the online voting application. Elections should take place in the first or second week of June.

c. Awards Committee. The Awards Committee received many outstanding nominations this year.

i. Because there were no nominations for the Staff Research Award, the Dean’s Office asked the ESAC Awards Committee to help out this year, and take over the selection for that award in future years as well. Diana will update the bylaws to reflect this change.

ii. Troy mentioned that a complaint was made to ESAC that one recipient of an ESAC award was a member of ESAC and the other recipient was on a sub-committee of ESAC. Diana had responded to the person making the complaint that students, faculty, and staff were all encouraged to submit nominations. Troy suggested that including someone on the awards committee who was not from the College would further bolster the argument that the awards were decided upon without bias.
iii. The Council voted to change the name of the “Community Engagement Award” to the “Staff Service Award.” ESAC hopes that this new, simpler name will encourage more nominations for the Staff Service Award.

iv. The Council opted not to make a decision on whether to limit the number of letters of support for a single nominee. The issue arose because one or two of the nominees had many more support letters than the others. It was decided that this would be further discussed by next year’s award selection committee.

d. Get-to-Know-the-College Committee. Jan will get in touch with Doug Schnoebelen about LACMERS.

VI. New Business

a. Annual reports. Diana will post a report on the ESAC Groupshare site, summarizing the year’s accomplishments. Deborah has suggested that each committee write up a summary of its yearly accomplishments including a short statement about its goals/purpose/origins which will be available to future incarnations of the committees.

b. Recognition of staff/representation of staff to the College

i. Alec Scranton suggested that ESAC develop a staff bulletin board/blog to report staff accomplishments and achievements, as well as participation in training, conferences, and professional development.

ii. It turns out that the College stopped running its Staff Profiles in E-Week because staff stopped contributing material. It was decided that Ryan would collect some staff profiles, beginning with ESAC members. Diana suggested that we think about what we would like to know about another staff member, such as hobbies, values, travel, etc.