Engineering Staff Advisory Council

September 22, 2010 Minutes – Final
NADS Conference Room

Members present: Ryan Baumert, Mark Wilson, Diana Harris, Kandy Munson, Deborah Hampton, Daniel Johnsen, Shawn Allen, Dina Blanc

Members missing: Troy Lyons, Angie Schenkel, Andy Craig

Liaisons present: none

I. Call to Order – 8:46am

II. Minutes from July and August – Minutes are approved with Diana’s revisions.

III. Liaison Committee Reports
   a. UI Staff Council 9/8/10 – Angie emailed her report (TO BE ATTACHED)
   b. Human Resources – Jan is unavailable for today’s meeting.
      i. Diana has requested that Jan provide a report on professional development to provide more detail on the program including who has taken part this year and what kind of training they have received. This report should occur at the October meeting.

IV. Old Business
   a. EFC (Elected Faculty Council) and ESC (Engineering Student Council)
      i. EFC – Diana has been in contact with them and they will attempt to set up a meeting once they have created their committees and gotten organized for this year.
      ii. ESC – Diana spoke with the president and it seems there is nothing specific to work on together at this time. However, it was nice just to have an introduction between ESAC and ESC.
   b. ESAC Member’s handbook – Diana has started this document on the Groupshare site. It is an attempt to capture institutional memory while not duplicating too much information that can be found in other places (i.e. website, bylaws, etc.). It is suggested that it might be a good idea to place this on our website and use it as an outreach tool (Dina will post it when it is done). Diana will update the document as she receives comments or suggested changes. There is some discussion about things that might be nice to add to the document. Council members should send any items to Diana, but we should probably try and keep the document’s total length to a single printed page (front and back).
   c. Staff service leave/learning proposal – Diana will talk to a contact that is a member of the UI Staff Council.

V. Committee Reports
   a. Executive Committee
i. Create budget committee? – ESAC still needs to compile the list of last year’s event dates for Jan to use as a budget justification. The social committee will work on this – they had been planning on simply compiling the list this year as events occurred.

ii. Modify bylaws to include section on Staff Award Evaluation Committee – The vote will occur at the October meeting as the language will first appear in the September minutes. A suggestion is made to append “current staff in the College of Engineering” to the “Open to:” section. The drafted language:

**Article XIV ESAC Committees**

**Staff Award Evaluation Committee:**

**Purpose:** To solicit, review, select recipients of the Mary Sheedy Staff Excellence and the Staff Community Engagement Awards

**Scope of Concern:**

1. Solicit nominations for the annual staff awards given by the College of Engineering. Nominations can be received from student, staff, and faculty.
2. Select an outside representative who has received a staff award to review and select recipients of the awards.
3. Review nominations, verify that all required information is included, and make selection.
4. Forward recipient information to the Dean’s Office.

**Membership:**

1. Members: No restriction on the number of members.
2. Open to: Current Council members, recipient of a staff award from outside the College of Engineering, and current staff in the College of Engineering.
3. Term: 1 year

iii. Schedule Brown Bag Lunch with interim Dean – ESAC is in agreement that this is a great opportunity to schedule a Brown Bag Lunch in order to provide a forum for the interim dean to be introduced and field questions from the college. An email will be sent out ahead of time to solicit any questions that may want to be asked anonymously. Diana will talk with Ryan about a date.

b. International/Diversity

i. Will present at October EAC meeting – Deborah will be doing the presentation. Dean Butler originally stated that ESAC must talk to this group to obtain their approval and now we will return for a debriefing and to explain what a resounding success it was. The committee will meet to discuss future plans. There was some recent intrigue after the unveiling to navigate the tricky waters
of the various and conflicting information about the correct ways to hang the American flag. Flags are hung according to “US code.”
c. Social Events – Taco Tuesday is upcoming. The luau was very well attended and pictures are up on the website. Halloween will be the next event.
   i. Budget – see above.
d. Publicity/Webmaster – Angie is working on talking to other shared governance groups to obtain feedback on how they work. Dina is interested in working on the survey to be sent out to the college and would like ESAC feedback on whether to make a very specific or open-ended survey. Consensus seems to be that a mixture of both would be ideal. Dina would like a co-chair for this committee and Deb volunteers. Dina is happy to handle the technical points of the website if Deb can begin work on the flyer/brochure about ESAC. This committee will meet with Angie returns.
e. Other committee reports or new committees – Jan sent an email to Deb with a list of new employees. Deb will get cards, sign them on our behalf, write the website on them and then send them to Mark for delivery.

VI. New Business
   a. Groupshare questions? – Some people had various problems and will seek help from other before next month’s meeting. Volunteers will be sought to comprise the budget committee at the next meeting. The social committee needs to compile the list of dates for last year’s events.
   b. Other topics – Diana requests that everyone logs into the Groupshare site and reads the memo that Mike Hogan created asking for the formation of shared governance groups throughout the University. It would be great to digest the list of potential accomplishments suggested and imagine how to achieve some of these things in CoE. This is an important process as it is the kind of thing that once set in motion is the responsibility of people like us to see through.

VII. Move to adjourn, 10:04am. Next meeting is October 27, 2010 at Seamans Center from 8:30 to 10:30AM.