Engineering Staff Advisory Council
Minutes
July 13, 2006

1) Officer Elections
President: Susan Becket
Vice President (President Elect): Megan Allen
Secretary: Dawn Marshall
Representative to Exec. Com.: Ginny Miller

2) Officers will serve two year terms, other terms:
Megan Allen - 2 years
Margaret Evans – 1 year
Chris Schwarz – 1 year
Ginny Miller - 2 years
Rebecca Whitaker - 2 years
Susan Beckett - 2 years
Dawn Marshall - 2 years
Omar Ahmad - 1 year
Mark Wilson - 1 year
John Millsap - 2 years

3) Meeting time and location
Next meeting: August 24, 2006
Meetings will be the fourth Thursday of month 8:30 am to 11:30 am
Susan Becket will set a rotation schedule for the location of the meetings and coordinate
with council members at their locations for arrangements for meeting space
Other meeting details and information:
-University vehicles can park in all parking lots
-video conferencing is also an option
-Exchange calendar

4) Standing committees
Elections Committee – Megan Allen will chair as Vice President
Budget and Planning Committee – all members
Bylaws/Policies and Procedures Committee – appoint committee as needed rather than a
standing committee
Social Committee – Margaret Evans will chair, Rebecca Whitaker also a member
Explore Engineering Committee – Megan Allen will chair, Jane will be asked if
interested in serving

5) Other Items
SharePoint will be used to share agendas, minutes and other documents. A tutorial will be
offered at a future meeting.
Public documents will also be posted to the website.
Suggestion box for people to bring issues to the council will be implemented. A way for people to anonymously submit issues via email will be explored.

Ginny reported from Staff Council
Topics:
Flex pay
TIAA CREF
Smoking policy

Discussion:
Discussed areas of interest and possible concerns for the council to address this year.
Items discussed were:
-Staff directory including pictures “Who’s Who in Engineering”, all staff, pictures voluntary
-Emergency preparedness information and procedures
-Better use of signage in Seaman’s Center
-Staff Talk to stay up to date on projects that may benefit or supplement other efforts
-Name badges for council
-Human Resources information and education for staff; represent information in another format that is more accessible