Attending members:  Omar Ahmad, Susan Beckett, Margaret Evans, Ginny Miller, Dawn Marshall, John Millsap, Rebecca Whitaker, Mark Wilson, Megan Allen, Chris Schwarz

Administrative Liaison: Janann Schiele
Guests: Wilf Nixon

I. Presentation about University Smoking Policy – Prof. Wilf Nixon
   a. A committee was formed to look at a University wide policy after the hospital announced a new smoking policy
   b. A temporary policy was put in place in August of 2006 that bans smoking within 25 feet of an entrance to an occupied University building
   c. Issues of signage placement, enforcement, and ways to approach people smoking within non-smoking areas were discussed
   d. Issues concerning public property or other property for which the University cannot create policy were discussed, as well as the legal implications of setting policy to regulate an activity that is legal.
   e. The committee has sent its report to the University President, who has not yet acted on it.

II. Review/Approval of Minutes for August 24, 2006
   a. Accepted as amended

III. Subcommittee Reports
   Explore Engineering Series, Megan Allen
     - Suggestion Provided: IIHR, University Capitol Center, Old Capitol Building
   Social Committee, Margaret Evans
     - Committee will meet October 3, 2006
   Executive Committee, Susan Beckett
     - Goal, priorities and ideas were discussed
     - Committee will meet with Dean Butler October 4, 2006
     - Discuss role of ESAC
     - Discuss ESAC meeting time allocation for Research staff
- Discuss process used to form Ad-Hoc Committees
- Request college response to Working @ Iowa survey following meeting with central HR
- Suggestion Box:
  - Postcards –Megan will develop and present to committee
  - Forum will be planned
- Establish communication with other councils: faculty, staff and students
  - Meet once a year with other councils
  - Discuss with Dean Butler
  - Investigate using flat screens for ESAC announcements
- Discussion of submitting announcements to EWeek about staff accomplishments
- Mary Sheedy Staff Excellence Award recipient will be recognized in next Iowa Engineer Issue and in future years will be recognized at the same time as other college faculty and staff excellence award recipients

IV. University Staff Council Update, Ginny Miller
   a. Handout Provided

V. Human Resources Update/Report, Janann Schiele
   a. Janann is working on criteria for the college’s reward and recognition plan
   b. Janann submitted the college’s Shared Governance Report to the Provost
   c. College of Engineering did not have a high response rate to Working at Iowa survey. (COE response rate was 20%; UI-wide response rate was 42%)

VI. Old Business
   a. Research Staff Meeting Time Allocation – To be addressed to the Dean on Oct. 4th Meeting
      Additional information will be obtained by Mark from USC
   b. Flex time
      - Departments will be open from 8-4:30 p.m.
      - SDC and Deans office will be open till 5:00
      - Staff flex time to be pursued independently

VII. New Business
    a. Meeting adjourned before discussion of new business.

VIII. Announcements

IX. Adjourn