Engineering Staff Advisory Council  
January 24, 2008  
202 ERF  
8:30am – 10:30am  
Minutes

Present: Megan Allen, Richard Hardin, Phil Jordan, Dawn Marshall, Ginny Miller (via telephone), Andy Veit, Rebecca Whitaker, Mark Wilson

Absent: Susan Beckett, Craig Just, Sarah Williams

I. Call to Order  
Meeting called to order at 8:45 am.

II. Approval of Minutes  
Minutes approved.

III. Old Business  
Staff unit to feature for April luncheon - It was agreed to ask EDPC to be the focus for the April Staff Luncheon

IV. Committees and Assignments  
   a. Social Committee, Sarah  
      No report.
   b. Welcome Committee, Ginny  
      No report.
   c. Communications, Mark
   d. Strategic Plan, Susan
   e. Explore Engineering Series, Andy  
      Event during spring break?
   f. Executive Committee, Megan  
      Student organization collaboration- Megan will contact Ann Buchele about ESAC support of and involvement with student organizations  
      Executive Committee meeting with the Dean possible topics  
      Ad hoc climate committee  
      Staff profiles on the web - Bill Easton will work on creating a template for staff profiles  
      based on the template for the on-line faculty profiles  
      Electronic CV project (SAS)

V. Human Resources Report, Janann and Nancy  
Not present, no report

VI. University Staff Council Report, Ginny

VII. New Business
a. Elections
b. On-site massage – Megan reported that Janann said Dean Butler is not interested in offering this service to College of Engineering Staff
c. There was significant discussion of the role and function ESAC currently fills and how it may differ from that envisioned by the mandate for self-governance. What voice does ESAC have in the College of Engineering? What mechanism(s) have we, can we, should we put in place to function as envisioned? What do our constituents want us to do? What is the balance between the social and business functions and roles? It was determined that we as a body should revisit the vision that brought us into being and examine procedures and mechanisms employed by councils in other departments in order to continue to grow as a body representing and giving a voice to the staff of the College of Engineering. During the discussion it was also mentioned that it would be a more efficient use of time to invite guests to report at the beginning of meetings, which would allow them to leave following their report.

Three action items arise:
- Author an email to College of Engineering staff describing our role in the college, the service we can offer, and requesting input (Susan will be asked if she is willing to compose this letter)
- Contact other councils and gather information about the mechanisms they use (no one was named to act on this, it may be a good item for next month’s agenda
- Move guest reports to beginning of meeting agendas

d. Mary Sheedy Staff Excellence Award Nominations
   Advertising plan
   Deadline March 3?
   - Review committee is down to one person, Dean’s office is responsible for administration issues

VIII. Adjourn
10:20 am

NEXT MEETING: February 28, IIHR Conference Room, 8:30am-10:30am