Engineering Staff Advisory Council
February 28, 2008
IIHR Conference Room
8:30am – 10:30am
Minutes

Present: Susan Beckett, Richard Hardin, Phil Jordan, Craig Just, Dawn Marshall, Rebecca Whitaker, Mark Wilson

Absent: Megan Allen, Ginny Miller, Andy Veit, Sarah Williams

I. Call to Order
   Meeting was called to order at 8:30am.

II. Approval of Minutes
   Minutes were approved as amended.

III. Old Business
   Elections: We have 6 positions. Phil has 4 confirmed nominees and is awaiting confirmations from 2 more people. It was suggested ESAC would lose visibility without an actual election. Members are asked to extend a personal invitation to run to a colleague. We will conduct the election before spring break so any new nominations need to be to Phil in the next few days. Newly elected members will be invited to the March meeting. Elections for officers will occur at the April meeting.

IV. Committees and Assignments
   a. Social Committee, Sarah
      No report.
   b. Welcome Committee, Ginny
      No report.
   c. Communications, Mark
      Mark would like a list of priority changes for the web site. He will make these as soon as he has access to the site. Two suggestions for changes are: 1) membership list and pictures; and 2) minutes.
   d. Strategic Plan, Susan
      We looked at several web sites with staff profiles, Business, Education, IIHR, and discussed 2 models for implementing staff profiles on our web site. The first uses a template and Contribute—each staff person would be responsible for editing and maintaining their own page. The second would use a web input form, store the data in a database and generate the web page from the stored data. Bill could implement either of these methods; the second would take more time. The council decided to pursue the first method. Craig will join the subcommittee and they will work with Bill to get a template online and pictures of staff. ESAC would like to serve as a pilot group. Mark noted that the electronic CV campus initiative appears to be abandoned.
   e. Explore Engineering Series, Andy
      Geb Thomas has agreed to a tour of his lab during Spring Break. He also contacted Richard Hardin to see if Beckermann’s lab could be a possibility. Richard suggested the
Undergraduate Experimental Lab. He noted that the experiments would take quite a bit of
time to set up. Craig Just volunteered his water quality lab as a tour site. Craig said he and
Geb overlap some (e.g. the solar bike) and he could work out the details of the actual
demonstrations with Geb. Tuesday, March 18 was selected for the tour date. Susan will
report back to Andy, who will contact Craig to finalize any other details. Susan will also email
an invitation and manage registration for the event.

f. Executive Committee, Megan

Phil and Susan reported on the Executive Committee Meeting with the Dean.

Barry will convene the Ad Hoc Climate committee before the end of the semester. The
committee will consist of 3 staff and 3 faculty. ESAC submitted names of 3 staff to serve:
Megan Allen, Phil Jordan, and Diana Harris. Barry has invited 3 faculty to serve.

Barry will extend an invitation to EDPC to be the staff unit featured at the faculty/staff
recognition luncheon.

Research Faculty Track—How will Faculty Senate approval impact CoE?
The President must approve before it becomes university policy, then the college must vote
to implement the Research Faculty Track. Criteria for hiring and promotion must be
established. There will not be automatic conversion of any P&S positions. These would be
new positions. It was noted that these positions are more restricted than the current
Research Engineer position and probably would not be attractive to anyone in one of those
positions.

Shared governance discussion

Barry suggested that ESAC needs to:

1. Explore areas that most impact staff. Find out what concerns constituents have.
   e.g., salary structure, hiring process, staff as resource to college, reviews, morale
2. Understand staff administrative roles and responsibilities; know policies and procedures
   must work within.
3. Determine what ESAC can do to respond to areas identified.

Further discussion ensued regarding our identity as a group, what shared governance
actually means, and how we can best carry out our mission. The original mandate from
Provost Hogan was discussed; Susan will locate a copy and distribute for members to
review. It was suggested that the group hold a retreat in May, after new members are
elected, to further discuss our role, vision, and operational goals.

V. Human Resources Report, Janann and Nancy

Not present, no report.

VI. University Staff Council Report, Ginny

Not present, no report.

VII. New Business

a. Shared governance (see report under Executive Committee)

VIII. Adjourn

Meeting adjourned at 10:10 am.

NEXT MEETING: March 27, NADS, 8:30am-10:30am