

ESAC Meeting Minutes: 01/28/2016

Call to Order: Dan Gilles (8:30 am)

Present: Megan Delaney, Jan Waterhouse, Kim Lebeck, Lisa Lang, Dan Gilles, Christopher Fomon, Harvest Ellis

Location: 4505 SC

- Minutes from December 17th, 2015 were approved.

Announcements:

- None

Finance/HR Director Reports:

- Jan was present. Jan discussed the staff performance reviews due at the end of March.

UI Staff Council Meeting Schedule

Meeting time and location	Person
January 13, 2016 – 2:30pm (2520D UCC)	Dan Gilles
February 10, 2016 – 2:30pm (2520D UCC)	Kim Lebeck
March 9, 2016 – 2:30pm (2520D UCC)	Dan Gilles
April 13, 2016 – 2:30pm (2520D UCC)	Lisa Lang
May 11, 2016 – 2:30pm (2520D UCC)	Megan Delaney

Jan

Committee Reports:

- **Executive:** Dan schedule a meeting with the Dean Scranton in the next few weeks (ESAC typically meets with the Dean once per semester)
- **Elections:** Dan will contact the new person who coordinates the online election process, with Peter Grady leaving UI
- **Staff Awards:** The Staff Awards Ceremony will be held April 28th. Jan suggested sending out the call for nominations February 15th, due March 25th. Jan will find the nomination forms from last year and send them to Dan.
- **Social Events:** No updates, looking for suggestions for next month. Possibly a chili or soup cook-off.
- **Publicity and Communication:** Advertise staff awards.
- **Welcome & Goodbye:** None, signed new cards.
- **Get to Know the College:** Possibly CCAD. Recommended the virtual reality presentation of the new Seaman Center addition.
- **Bylaws/Policies & Procedures:** none
- **Community Service:** None

Old Business: none

New Business: None

Adjournment: Dan Gilles adjourned the meeting at 8:45 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, February 25th, 2016

Location: Stanley Hydraulics Lab

	ESAC								Non-ESAC				
	Joshua Atcher	Christopher Fomon	Harvest Ellis	Daniel Gilles	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Sarah Williams	Troy Lyons	Jan Waterhouse	Sheila Britton	April Tippet
Executive				PRES	TREAS.		VICE	SEC.					
Elections				member	member		chair						
Staff Award Evaluation				member	member	member	member						
Social Events	chair			member					member			member	
Publicity		Member			Member								
Welcome/Goodbye			Member						member				
Get to Know the College			member	member		Chair					member		
Bylaws/Policies		member		chair			member	Member		if needed	member		
Community Service	member					member		member	chair				

Engineering Staff Advisory Council

January 28, 2016, 8:30 a.m.

4505 SC

1. Call to order 8:35
2. Approval of minutes from previous meeting no issues.
3. Announcements - none
4. Impromptu new business items for this agenda -
5. Liaison committee reports

a. UI Staff Council Meetings

Meeting time and location	Person
January 13, 2016 - 2:30pm (2520D UCC)	Dan Gilles
February 10, 2016 - 2:30pm (2520D UCC)	Kim Lebeck
March 9, 2016 - 2:30pm (2520D UCC)	Dan Gilles
April 13, 2016 - 2:30pm (2520D UCC)	Lisa Lang
May 11, 2016 - 2:30pm (2520D UCC)	Megan Delaney

b. HR Director Jan Waterhouse: Updates/comments

c. Finance Director April Tippet - not here

6. Committee reports

- a. Executive - talk w/ Jill, meet w/ Dean for the semester
- b. Elections - new elections person, Dan will follow up.
- c. Staff Awards - read nam forms
- d. Social Events - chili/soup cookoff.
- e. Publicity and Communication
- f. Welcome/Goodbye -
- g. Get to Know the College - CCAD reality
- h. Bylaws/Policies & Procedures
- i. Community Service - Sarah

7. Old Business - none

8. New Business - none

a. Items from the floor

adjourn: 8:45

Next meeting

February 25th, 2016, 8:30am

Location: TBD

May.
Sent out by Feb 15, due March
advertise Staff award.

Staff performance reviews due end of March.
Self eval comments
Submit to Supervisor need time to be done by end of March
Super - encourage your people to get that done.

Possibly virtual CCAD reality ported no new addition

ESAC										Non-ESAC		
	Joshua Atcher	Christopher Fomon	Harvest Ellis	Daniel Gilles	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Sarah Williams	Sara Conrad	Jan Waterhouse	Sheila Britton
Executive				PRES	TREAS.		VICE	SEC.				April Tippet
Elections				Member	Member		chair					
Staff Award Evaluation				Member	Member	Member	Member					
Social Events	Chair			Member					Member			Member
Publicity		Member			Member							
Welcome/Goodbye			Chair						Member			
Get to Know the College			Member	Member		Chair					Member	
Bylaws/Policies		Member		Chair			Member	Member			Member	
Community Service	Member					Member		Member	Chair			

ESAC Meeting Minutes: 12/17/2015

Call to Order: Dan Gilles (8:30 am)

Present: Dan Gilles, Jennie Portwood, Christopher Fomon, Lisa Lang, Kim Lebeck, Jan Waterhouse, April Tippet

Location: 4505 SC

- Minutes from November 19th were approved.

Announcements:

- Reminders that the SC expansion will affect 1300 and 1500 hallways

Finance/HR Director Reports:

- Jan and April were present. Jan discussed the significant Staff Award deadlines.

Committee Reports:

- **Executive:** UI Staff Council contacted Dan and asked that ESAC send a representative to attend their monthly meetings. Dan signed up for the January 13th meeting, Kim signed up for the February 10 meeting. Other meetings are on March 9, April 13, and May 11 that volunteers are needed
- **Elections:** New person coordinates the online election process, with Peter Grady leaving UI
- **Staff Awards:** The Staff Awards Ceremony will be held April 28th. Jan Waterhouse needs names of awardees by April 8th. Jan suggested sending out the call for nominations February 15th, due March 25th. Previously, Faculty and Staff were email announcing the call with nomination forms attached. We should consider advertising on the displays around SC.
- **Social Events:** None
- **Publicity and Communication:** None
- **Welcome & Goodbye:** None
- **Get to Know the College:** Need to follow-up with a research group in time for a spring event. Possibly Solidification lab, MIE or CBE, or wind tunnel?
- **Bylaws/Policies & Procedures:** A reminder to review the purpose of ESAC in case we are aware of anything issues ESAC should bring to the attention of the College
- **Community Service:** The ESAC Food Drive resulted in 202 lbs of needed items and \$180 donated to the Johnson County Crisis Center. The HACAP adopt-a-family was very successful. Sarah could not attend the ESAC meeting because she was wrapping the gifts for the family. An idea for next year is to check with HACAP on any donation boxes that would be available.

Old Business: none

New Business: Dan was contacted by Natalie Potter about adding some text to the ESAC Website about what office/person to contact if any flags need to be replaced or included.

Adjournment: Dan Gilles adjourned the meeting at 9:00 am

Submitted by: Dan Gilles (Minutes by Jennie Portwood)

Next Meeting: 8:30 am, January 28th, 2016

Location: 4505 Seamans Center

ESAC										Non-ESAC			
Executive	Joshua Atcher	Christopher Fomon	Harvest Ellis	Daniel Gilles	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Sarah Williams	Troy Lyons	Jan Waterhouse	Sheila Britton	April Tippet
Elections				PRES	TREAS.		VICE	SEC.					
Staff Award Evaluation				member	member		chair						
Social Events	chair			member	member	member	member					member	
Publicity		Member			Member				member				
Welcome/Goodbye			Member						member				
Get to Know the College			member	member		Chair					member		
Bylaws/Policies		member		chair			member	Member		if needed	member		
Community Service	member					member		member	chair				

11/28/2016

Megan Delaney

Jan Waterhouse

Kim Sebeck

Lisa R. Lang

Don Hillis

Christopher Lomon

Harvest Ellis

1. What is the purpose of the study?
 2. What are the research objectives?
 3. What is the research methodology?
 4. What are the results of the study?
 5. What are the conclusions of the study?
 6. What are the limitations of the study?
 7. What are the implications of the study?
 8. What are the future research directions?
 9. What are the contributions of the study?
 10. What are the key findings of the study?