

ESAC Meeting Minutes: 7/28/2016

Call to Order: Lisa Lang (8:35 am)

Present: Jennifer Portwood, Josh Atcher, Robert Johnson, Sarah Lobb, Wendy Brentner, Daniel Gilles, Lisa Lang, Kim Lebeck, Harvest Ellis, Megan Delaney

Location: 202 ERF

Minutes from June meeting were approved.

Announcements: none

Finance/HR Director Reports:

- none

Committee Reports:

- **Executive:** none
- **Elections:**
 - Dan checking into ballot issue – not all COE staff received the email to vote.
 - Eric Russo didn't find any issues, we are still looking into it
- **Staff Awards:** none
- **Social Events:** none
- **Publicity and Communication:** none
- **Welcome & Goodbye:**
 - Leaving
 - Welcome
- **Get to Know the College:** none
- **Bylaws/Policies & Procedures:** none
- **Community Service:**

Old Business:

New Business:

- Dan will look into the status of ESAC SharePoint site
- Formed new committee groups

Adjournment: Lisa Lang adjourned the meeting at 9:15 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, August 25, 2016

Location: 4511 Seaman Center

July

ESAC															Non-ESAC			
	Joshua Atcher	Christopher Fomon	Harvest Ellis	Sarah Lobb	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Robert Johnson	Blake Rupe	Wendy Brentner	Sarah Williams	Jan Waterhouse	Sheila Britton	April Tippet			
Executive				VP	TREAS.		PRES	SEC.										
Elections				Member	Member		Chair											
Staff Award Evaluation	member			Member	Member		member		Member		Chair							
Social Events	Chair					Member		Member						member				
Publicity		Chair								Member?								
Welcome/Goodbye	member		Chair					Member										
Get to Know the College					Member	Chair			Member				member					
Bylaws/Policies		member					Chair		Member		member		member					
Community Service	member			member				Chair				member						

Engineering Staff Advisory Council

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

202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting ✓
4. Announcements
5. Impromptu new business items for this agenda
6. Liaison committee reports
 - a. UI Staff Council meeting
 - b. HR Director Jan Waterhouse:
 - c. Finance Director April Tippet
7. Executive Committee nominations
 - a. Vice President/President-Elect
 - b. Committee assignments
8. Committee reports
 - a. Executive
 - b. Elections - Eric Russo - different online voting services. for next year elections
 - c. Staff Awards
 - d. Social Events
 - e. Publicity and Communication
 - f. Welcome/Goodbye
 - g. Get to Know the College
 - h. Bylaws/Policies & Procedures
 - i. Community Service
9. Old Business
10. New Business
 - a. Items from the floor

- Dan will be looking at sharpshoot issue.
- upload Budget to the archive

Next meeting

August 25, 2016, 8:30am

Location: TBA

- ~~Thankst~~ - new people for student services.

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.		PRES	SEC.					
Elections					member	member								
Staff Award Evaluation					member	member	member	member						
Social Events	chair				member			member		member			member	
Publicity		Member				Member								
Welcome/Goodbye				Member						member				
Get to Know the College			member		member		Chair	member				member		
Bylaws/Policies		member			chair			chair	Member		if needed	member		
Community Service	member						member		member	chair				

New Year - FY17

ESAC															Non-ESAC		
		Joshua Atcher	Christopher Fomon	Harvest Ellis	VP Sarah Lobb	TREAS. Jennifer Portwood	Kimberly Lebeck	PRES Lisa Lang	SEC. Megan Delaney	Robert Johnson	Blake Rupe	Wendy Brentner	Troy Lyons	Jan Waterhouse	Sheila Britton	April Tippet	
Executive					VP	TREAS.		PRES	SEC.								
Elections					member	member		member	member								
Staff Award Evaluation	member				member	member		member	member	member		chair			member		
Social Events	chair						member		member				?				
Publicity			chair														
Welcome/Goodbye	member			chair					member								
Get to Know the College						member	chair			member				member			
Bylaws/Policies					member	member	chair	chair	member	member			if needed	member			
Community Service	member				member				chair								

X Sarah Williams informed in Community's Minutes

7/28/16

Megan Delaney

Harvest Ellis

Kim Lebeck

Spa R. Lamp

Daniel Lillis

Wendy Brentner

Sarah Lobb

Robert Johnson

Josh R. Atk

Josh R. Atk

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Robert Johnson

ESAC Meeting Minutes: 6/30/2016

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

esent: Daniel Gilles, Kimberly Lebeck, Lisa Lang, Blake Rupe, Sarah Lobb, Jan Waterhouse, Megan Delaney

Location: 4505 SC

Minutes from May meeting were approved.

Announcements: none

Finance/HR Director Reports:

- Jan HR Update
 - Danny Tang accepted the position of Chief Technology Officer for the COE effective August 1.
 - Hiring 2 part-time co-directors for the WISE (Women in Science and Engineering) program. One will be on campus, and one will handle outreach and recruitment.
 - Hiring Admin Services Coordinator for BME
 - Hiring an Assistant Director position for the Hanson Center
 - NADS and MIE – faculty hire from public policy

Committee Reports:

- **Executive:** Dan is requesting a summary of last year's activities by each committee chair person.
- **Elections:**
 - New members: Blake Rupe, Sarah Lobb, Robert Johnson, Wendy Bretner
 - Dan checking into ballot issue – not all COE staff received the email to vote.
- **Staff Awards:** none
- **Social Events:** none
- **Publicity and Communication:** none
- **Welcome & Goodbye:**
 - **Leaving**
 - Doug Eltoft – Chief Tech Officer
 - **Welcome**
 - Nathan Holt – IIHR
 - Deborah Willard - IIHR
- **Get to Know the College:** next event in the fall
- **Bylaws/Policies & Procedures:** none
- **Community Service:** River clean up in the fall.

Old Business:

New Business:

- Annual committee reports summarizing activities due by July Meeting

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

Submitted by: Megan Delaney

Next Meeting: 8:30 am, July 28, 2016

Location: 202 ERF (2nd floor Conference Room)

	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				