

ESAC Meeting Minutes: 8/25/2016

Call to Order: Lisa Lang (8:30 am)

Present: Harvest Ellis, Christopher Fomon, Kim Lebeck, Lisa Lang, Jennifer Portwood, Megan Delaney, Blake Rupe, Robert Johnson

Location: 4511 SC

Minutes from July meeting were approved.

Announcements: Harvest Ellis will be leaving effective 8/31/16. Blake Rupe will chair the Welcome/Goodbye Committee

Finance/HR Director Reports:

- Financial – April designated Lisa as the owner of the ESAC TDR account

UI Staff Council (Kim)

- Full meeting notes attached.
- Additional comments:
 - Janine Beck discussed communications within the University and the Media
 - If you send work related information through your personal email, it can still be requested by the media or by the University
 - If the media makes a mistake, you can either correct it by contacting them directly, or by writing a guest column
 - TIER Savings – please see notes (highlighted in minutes)
 - Use of cash reserves (Highlighted in minutes)
 - Update on AIB - (Highlighted in minutes)
 - Funding for higher education (highlighted in minutes)
 - BOR/Regents Strategic plan (Highlighted in minutes)
 - TA Salary/Research Funding (Highlighted in minutes)
 - Working at Iowa (Highlighted in minutes)

Committee Reports:

- **Executive:** none
- **Elections:** Lisa will touch base with Dan and Eric regarding voting issue for ESAC elections
- **Staff Awards:** New award for research center staff needs to be written (this fall)
- **Social Events:** none
- **Publicity and Communication:** Blake gave an update on the COE website changes, and discussed how we can incorporate On Boarding on the website. She is looking for ideas and feedback – we will discuss more in the future.
 - Blake will also be taking over COE Social Media, she welcomes any and all ideas/recommendations.
- **Welcome & Goodbye:**
 - **Leaving**
 - Ashley Cobert – Engineer in IIHR, 9/2
 - **Welcome**
 - -Linda Varvel- WiSE Co-Director for On Campus Programs, 8/22

ang

- -Jiajia Li- Assistant Research Scientist in IIHR, 8/23
- -Jacob Heiden- Research Support Coordinator at NADS, 8/15

- **Get to Know the College:** none
- **Bylaws/Policies & Procedures:** none
- **Community Service:** Megan contacted Sarah to ask about timelines and information on the River Clean Up (and the other events we've participated in, in the past).

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:20 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, September 29, 2016

Location: 121 SHL

ESAC									
	Joshua Atcher	Christopher Fomon	Harvest Ellis	Sarah Lobb	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Robert Johnson
Executive				VP	TREAS.		PRES	SEC.	
Elections				Member	Member		Chair		
Staff Award Evaluation	member			Member	Member		member		Member
Social Events	Chair					Member		Member	
Publicity		Chair							
Welcome/Goodbye	member		Chair					Member	
Get to Know the College					Member	Chair			Member
Bylaws/Policies		member					Chair		Member
Community Service	member			member				Chair	

**Staff Council**

606 Jefferson Building
Iowa City, Iowa 52242
319-335-3600 Fax 319-353-2273
staff-council@uiowa.edu
www.uiowa.edu/staff

Agenda
UI Staff Council Retreat
August 10, 2016
2:30 – 4:30 P.M.
2520D UCC

- | | |
|------|--|
| 2:30 | Minutes |
| | Approval |
| | - July 13, 2016 Staff Council Meeting |
| | Review |
| | - July 11, 2016 Executive Committee with Provost Butler |
| | - July 20, 2016 Executive Committee Meeting |
| | - July 21, 2016 Executive Committee with President Harreld |
| 2:45 | Office of Strategic Communications – Jeaneane Beck and Anne Bassett |
| 3:15 | Committee Break Out |
| 4:00 | Committee Report Out |
| 4:20 | Announcements |
| 4:30 | Adjourn |

Next Meeting
September 14, 2016 2:30-4:30 P.M.
2520D UCC

DRAFT
Staff Council Meeting
2520 UCC
July 13, 2016

Present: Barbara Barrows, Apryl Betts, Wendy Brentner, Erin Brothers, Brian Brotzman, Joshua Cook, Dennis Crall, Collin Davis, Heath Davis, Theresa Drake, Gillian Fox, Lorna Golson, Lisa Harless, Michael Hesseltine, Michelle Highly, Hans Hoerschelman, Kimberly Keister, Rudia Kihura, Wayne Kintz, Julie Kramer, Kimberly Lebeck, Monica Madura, Sherri Marine, Betsy Momany, Melanie Ostmo, Jen Reynolds, Jessica Richardson, Gayle Robertson, Glenda Smith, Craig Spitzer, Brenda Van Dee, Sam Van Horne, Ashley Vanorny, Jim Verry, Katie Villhauer, Matthew Watson, Tabitha Wiggins, Tim Wolf, Julia Woodiwiss, Marsha Adolph

Absent: Angela Charsha-Harney, Libby Conley, Nancy Davin, Kim Geguzis, Jeri King, Trisha Kreman, Joe Lang, John Laverty, Shannon Lizakowski, Katie Millard, Tom Moninger, H J Pedelty, Elesa Wedemeyer, Mark Wilson, Kevin Zihlman

Administrative Liaisons: Kevin Ward, Interim Vice President for Human Resources

Guests: Chris Delsandro, Facilities Management (for Jeri King); Austin Petroski, Daily Iowan; Cristobal McKinney, University Communications & Marketing Writer; Judy Finkle, Community Member; Laurie Hafner Dahms, University ITS

Welcome, Roll Call, and Minutes: Meeting called to order by Erin Brothers

June minutes will be sent out via email for approval.

Iowa Board of Regents: President Bruce Rastetter

President Rastetter expressed his and other board members appreciation of staff going beyond their job. Iowa is very fortunate that two of the three Regent Universities are a part of the AAU (American Association of Universities). He went on to say that they will do what they can to make sure neither school will lose this status. The new University of Iowa budgeting process is well received and heading in the right direction using shared governance and transparency. This new process invites more faculty and staff to be part of the process. Because this is the first year, it is a learning year and the process will inevitably become more refined in subsequent years. The Board has received positive comments from our stakeholders, a step in the right direction.

TIER/Strategic Plan for 2016-2021(Accessibility/Affordability/Quality)-

Procurement of office supplies is complete. Estimated savings from TIER I procurement is \$3.5-4.4 million a year. Iowa is leading the way with more dynamic energy savings than ISU/UNI. There is a collaborative initiative to reduce utilities in unused buildings at all three colleges. Part of each school's strategic plan is detailed reports on student success, equitable access, faculty recognition, service and outreach. TIER savings stay with each university and he reminds the legislators of this as often as he can.

TIER/Academic Review – The Board of Regents do not want to revamp structures that are already in place. There are several types of the same classes being taught at each university, and it will remain that way. But purchasing contracts, for example, should be combined to have the same cost savings. There is hope to have more research collaboration between universities. Our intellectual property, when maintained well, provides jobs which in turn is good for the community and good for Iowa.

The Iowa Center for Higher Education, previously AIB: This is a great opportunity to provide the largest metro area in Iowa a place to take classes. The Board may also have an office there so it's more central for the board members and others. It would also be a central place to collectively hold meetings for the three University presidents. The School of Social Work will continue to offer classes on the Des Moines campus this fall. The three university presidents and the Board of Regents will continue to look at what programs make the most sense to offer as well as reaching out to the greater Des Moines area for ideas on their needs. Programming will be voted on at the July 18 Board of Regent meeting.

The Board of Regent's mission is to provide accessibility. As a public university, we ask for modest increases from the State and when we do not get those, the Board needs to prepare for other forms of revenue such as increasing the tuition. A challenge of 'forward looking' is providing projections of what tuition would look like with state support and without state support. This process generally begins in the summer and in the September meeting they hope to have a plan so parents and students are aware of these projections. An initiative that Iowa has is faculty and staff retainment and their salaries to maintain quality in each school.

UNI has a unique situation and financial structure because they have 90% in-state residents, therefore, not as much out of state revenue or international student support. The Board of Regents needs to work on UNI's financial structure. There is potential for a 1+3 or 2+2 academic 'share' with UNI. For example, an Engineering student can get his general education classes at UNI; then seamlessly transfer to Iowa.

The Board of Regents has identified key student areas that they are looking at. Enhancing financial literacy for students and how to manage their money is very important, especially their first year. Students need to receive equal access to services, financial aid included. State support, scholarships, and fundraising are important. Student Government has asked for more counseling; increasing that area is moving forward. Another key area is diversity & inclusion. It begins with faculty, staff, and administration; they need to know it is important.

Questions from staff council members:

How does a department or college make sure cash reserves are not looked at as 'unused/unneeded money' by legislators? We all want to make sure we have 'rainy day' funds. As construction gets completed, there will be a clearer idea of everyone's needs as they develop back to 'normal'. Stability and management of enrollment growth is important. It's been 28 years without a new dorm being built on campus; it was time for this to happen. A student has greater success when they live in dorms their first and second

year. New dorms also put pressure on local apartment costs. Some areas will need significant capital investment such as ISU, who will need IT help.

Funding for higher education; where do you see us going?

Funding support has reversed from what it used to be. State support has been reduced drastically and tuition revenue has taken its place. If it doesn't change, we'll resemble a private school, not a public school. The stakeholders have been asked to get more involved with the legislative process. It does help that the new Pharmacy building will be paid for by bonds (state funding) and fundraising dollars. We need more stakeholder involvement than just the legislators asking for dollars of support. Telling the mission of the Universities is important so they realize what's at stake. Iowa private colleges get \$55 million of the state's budget, which is unique to Iowa.

TIER savings being reinvested. How does that work?

All those dollars stay within the university. The Board of Regents is not involved; the universities are in charge of each of their own budgeting and management of TIER.

Draft Strategic Plan Presentation/Feedback: Sarah Hansen and David Cuning, Co-Chairs

The University constituents and the community have been meeting to outline the university's strategic plan and what our plan is to move into the future. A draft of this strategic plan is now available for review. The SPDG (Strategic Plan Development Group) is holding forums in late August and early September to collect feedback on their draft. This can be reviewed anytime at: <https://provost.uiowa.edu/strategic-plan-2016-2021>

An extension was given for final document which is now due October 1, 2016.

Some suggestions from Staff Council members:

- Refer to us as 'the people of the University' instead of 'faculty, staff, and students'. This would break down the 'silos' that could be looked at differently based on the order they are listed or by how each person identifies. There are people from the community, alumnus, who help instruct grad students or assist with practicums. Volunteers should be acknowledged.
- Students don't always get supported in research or get the opportunity to author and write publications. There are obstacles that aren't intended, but need to be discussed and brought to the table so these disappear. If we do more collaboration and share resources, it will only help with student success when it comes time for them when applying for graduate school or jobs after graduation.
- Outreach for all of our programs, not just health sciences, such as journalism. Be more general in the document wording.

The plan is a delicate balance. While we want to general, we also want to ensure a focus on distinction. Revisiting our values is a good way to remind us of what our University has to offer. It was decided by SPDG to collapse one pillar (New Frontiers and the Arts) and focus on Research, Teaching and Service.

Interim VP, Kevin Ward - HR Updates

- HR Task Force Update: Working on draft recommendations to be presented to President Harreld by August 1st.
- There will be a more formal presentation on the Fair Standards & Labor Act this fall.
- **Working at Iowa Survey is returning soon.** This year's survey dates will be October 5-19. There will be more visual data displays of this year's survey results. We will want to come up with strategies in September to ensure our constituents are aware of the survey dates approaching.
- Josie Bathke is starting a new position in Risk Management within the University. She will no longer be attending our Staff Council meetings.

Questions from members:

- Could an area for a smoker that isn't necessarily outside in the elements or affecting our surrounding community be considered? Even though it is not healthy, it is a legal act and a person's personal choice. Kevin will relay the question to Joni Troester.
- More shelters for the bus stop areas? Melrose Avenue, Emergency area, and the Family Medicine area heading east do not have bus stop shelters. This is one of the submissions gathered through Path Forward that is being looked at.

Announcements

Volunteer Opportunities

- OnIOWA is looking volunteers, look for an email for this opportunity. The annual event is in August. "Kick off to Kinnick", Registration, Handing out SWAG, and BINGO night are just a few examples of ways we can help.
- State Fair – A Staff Council group has a block of time to volunteer. Saturday, August 20 from 1-5pm. Feel free to volunteer on your own if you have the chance.
- Homecoming Parade – Help build the float or walk in the parade! September – October (parade is Friday, September 30)

Please report your volunteering hours or your desire to volunteer to Shannon Lizakowski, Staff Council's Community Outreach Committee chair. We track our Staff Council member's volunteer hours for you.

Monday, July 18 is the Staff Council Goals Committee meeting. We will provide a list of what committee each member is on following this meeting.

At the Staff Retreat on August 10, we will break down into individual committees. Generally, a member will only be on one committee. Feel free to contact Erin if you have any questions or concerns with the committee you are on.

Meeting adjourned: Apryl Betts-motioned; Craig Spitzer-confirmed motion.

Next Meeting: August 10, 2016; 2:30 – 4:30 PM 2520D UCC – Staff Council Retreat

DRAFT
Staff Council Executive Meeting
2520B UCC
July 20, 2016

Present: Erin Brothers, Jessica Richardson, Hans Hoerschelman, Marsh Adolph, Monica Madura, Michael Hesselstine, Nancy Davin, Brenda Van Dee

Absent: John Laverty

Review/Approval of Executive Meeting June 15, 2016 Minutes: Nancy Davin- motioned; Jessica Richardson- second- approve; Nancy Davin – motioned; Hans Hoerschelman –amended second.

Review/Approval of President Harreld Meeting June 20, 2016 Minutes: Hans Hoerschelman - motioned; Nancy Davin- Second – Approved with one abstention.

FY17 Coke Fund Budget

The Executive Committee reviewed the FY17 Coke Fund budget. In addition to the budget includes funds for the Bike Share Program, which was committed in FY15 and funds for Staff Leadership Development, committed in FY16. It was approved as proposed with the caveat the committee will review again after discussions with Sean Hesler regarding the Mary Jo Small Award. It was noted that additional funds could be committed to the Tuition Assistance Program which has not requested an increase in money for the past few years, considering staff are still getting denied funding when they submit requests. Most of the funding in our budget is going towards awards and recognition. We currently have \$5,850.00 free balance to date.

High on the list is "Leaders At All Levels" - 'coming soon' at Learning and Development website: hr.uiowa.edu/leadership-development/select-program#soon for the Staff Leadership Development commitment.

FY17 Coke Fund requests

- *Mary Jo Small* – We would like clarification. The amount requested is \$20,000 and in the section for Date of Event, it states that funds are awarded 2x annually. So the question is, is the \$20,000 request for all year, or just one session? (We will table the vote until next meeting) **PENDING**
- *Wellness - Health Fair/Wellness Store* - \$6,500 requested - Hans motioned; Nancy second; **APPROVED**
- *Staff Appreciation Grant Program (mini grant)* - \$15,497 requested - \$14,000 was motioned by Nancy; Brenda – second; **APPROVED**. Applications can begin submission July 1st of each year. The first 'qualified' are first served until their funds are exhausted. We would like to request Heidi Zahner Younts to come and talk about this program for a better understanding of its use and purpose.
- *IOWA Awards* - \$2,000 was requested. We fully support this program. We'd like to have clarification on this program as well. Heidi Zahner Younts is also the requester on this. Vote was to table this request. Jessica motioned; Hans second. **PENDING**

Path Forward

SIT Update (Monica/Matt)

There are four active subgroups with a 5th task force for the budget (task forces equates to subgroups). Their task is to review the process, the who, the when and the what of the

budget. Tom Koeppel will be one of the members in the 5th task force. Some groups are progressing more slowly than others due to people being gone during the summer.

OT Update (Erin)

Parking/Transportation subgroup has met with the City of Iowa City; as well as Parking and Transportation for the university, and are going to meet with the students regarding the groups proposals based on student issues submitted to the Path Forward teams. There was a suggestion that we discuss having our annual compensation letter include the cost of parking? Should we negotiate to have that removed from our paycheck as salary?

Business Analytics

Adam Meeker (MS Student Business Analytics) has some data from our survey and more information will come in near future.

Path Forward Ad-hoc Committee - on 'to do' list

John and Erin are members of the BART (Bias Assessment and Response Team) committee.

Misc. Items/Open Items

Postcard Mailing to Staff (Hans)

Hans is looking for ideas on what to add to postcard besides 'who your councilor' is and the web page link. It was suggested to add information about how the meetings are open to the public and that there are agendas and minutes on our website.

We can use "Iowa Now" space once a month. Cristobal from Marketing has been taking ideas to his department.

Adjourn – Brenda motioned to adjourn; Hans second. All in favor - Approved

Staff Council Roster 2016-2017

Function Representatives	Phone		Address	email
<i>Academic Support</i>				
Kihura, Rudia W.	335-0335	International Programs	1111 UCC	rudiawairimu-kih
Madura, Monica Griffin	335-2633	College of Liberal Arts and Sciences	120 SH	monica-madura
<i>Executive Committee</i>				
Spitzer, Craig	384-1380	University Shared Services	276 BLB	craig-spitzer
<i>Administration</i>				
Davin, Nancy	384-4566	Center on Aging	384-4566	nancy-davin
<i>Executive Committee</i>				
Lebeck, Kimberly	335-5647	Civil-Environmental Engineering	4105 SC	kimberly-lebeck
Lizakowski, Shannon	335-3736	MBA Full-time Program	W160F PBB	shannon-lizakow
Van Dee, Brenda	384-3101	College of Medicine	200 CMAB	brenda-vandee
<i>Secretary, Executive Committee</i>				
Verry, Jim	335-5353	Teacher Leader Center	N140 LC	james-verry
<i>Arts/Athletics/Student Services</i>				
Charsha-Harney, Angela	384-0985	Recreational Services	C201 CRWC	angela-charsha
<i>Business & Finance</i>				
Cook, Joshua	384-4828	Division of Continuing Education	250 CEF	joshua-cook
Millard, Katie	335-3732	Tippie College of Business	W182 PBB	patricia-millard
<i>Engineering & Architecture</i>				
Wilson, Mark	335-5223	IIHR - Hydrosience & Engineering	423A SHL	mark-wilson
<i>Health Care</i>				
Cole, Christine	467-8619	Patient Financial Services	3000-E6 HSSB	chistine-m-cole
Conley, Libby	356-2207	Social Services	C124 GH	elizabeth-conley
Drake, Theresa	384-8589	Neurosurgery	1800 JPP	theresa-l-drake
Fox, Gillian	356-3727	Orthopaedic Surgery	01275-B PFP	gillian-fox
Golson, Lorna	467-8649	Patient Financial Services	3000-C36 HSSB	lorna-golson
Hesseltine, Michael	467-7572	UI Patient Appointment Center	E228 GH	michael-hesseltir
<i>Executive Committee</i>				
Smith, Glenda	467-7580	UI Patient Appointment Center	E236 GH	glenda-smith
Vanorny, Ashley	356-7476	UI Patient Appointment Center	133 CDD	ashley-vanorny
<i>Human Resources</i>				
Katie Villhauer	335-2380	Human Resources	120-30 USB	katie-villhauer
<i>Information Technology</i>				
Betts, Apryl	335-5044	ITS-Enterprise Services	2950-70 UCC	apryl-betts
Davis, Heath	384-5409	Carver College of Medicine	384-5409	heather-davis
Hoerschelman, Hans	335-0132	Business Services - FBIS	130 MBSB	hans-hoerschelm
<i>Past President, Executive Committee</i>				
Keister, Kimberly	353-2011	University Housing and Dining	4141 B	kimberly-keister
Richardson, Jessica	384-0607	ITS-Enterprise Services	2800 UCC	jessica-church
<i>Executive Committee</i>				
Tim Wolf	335-9250	ITS-Enterprise Services	2800 UCC	timothy-wolf
<i>Marketing, Communication & Outreach</i>				
Barbara Barrows	384-7195	UI Health Care Marketing and Communications	W319 GH	barbara-barrows
<i>Merit, Supervisory Exempt/Confidential (MSEC)</i>				
Joe Lang	335-5022	Department of Public Safety	808 UCC	joe-lang

University Organization Representatives

	Phone	Department	Address	email
<i>Athletics</i>				
Zihlman, Kevin	335-9598	Intercollegiate Athletics	S240 CHA	kevin-zihlman
<i>College of Business</i>				
Michelle Highly	335-2521	Tippie School of Management	S252 PBB	michelle-highly
<i>College of Dentistry</i>				
Lisa Harless	335-7853	Endodontics	W341 DSB	lisa-harless
<i>College of Education</i>				
Wayne Kintz	384-0502	College of Education	N164 LC	wayne-kintz
<i>College of Engineering</i>				
Brentner, Wendy	335-5340	College of Engineering	3100 SC	wendy-brentner
<i>College of Law</i>				
Julie Kramer	384-4658	College of Law	280 BLB	julia-kramer
<i>College of Liberal Arts & Sciences</i>				
Jen Reynolds	353-2639	College of Liberal Arts and Sciences	202 SH	jennifer-reynolds
<i>College of Medicine, Institute for Clinical & Translational Science</i>				
Watson, Matt Budget Officer, Executive Committee	356-0034	Health Care Information Systems	E108 GH	matthew-watson
<i>College of Nursing</i>				
Geguzis, Kimberly	335-7296	College of Nursing	101C CNB	kimberly-geguzis
<i>College of Pharmacy</i>				
Julia Woodiwiss	335-8794	Pharmacy	118 PHAR	julia-woodiwiss
<i>College of Public Health</i>				
Gayle Robertson	335-8506	Epidemiology	2608 UCC	gayle-robertson
<i>Finance & Operations</i>				
King, Jeri	335-1247	Facilities Management	210 USB	jeri-king
<i>Graduate College, Summer/Winter Session, Continuing Education</i>				
Ostmo, Melanie	335-0147	Division of Continuing Education	250 CEF	melanie-ostmo
<i>Health Care Admin, UIHC & Affiliates, Psychiatric Hospital, Center for Disabilities & Development, Special Child Health Services</i>				
Vacant				
<i>Hygienic Labs</i>				
Marine, Sherri	335-4260	State Hygienic Laboratory	HLI	
<i>Information Technology</i>				
Dennis Crall	335-5929	ITS-Administrative Information Systems	2800 UCC	dennis-crall
<i>President, Provost, General Counsel,</i>				

Agenda

Engineering Staff Advisory Council

August 25, 2016, 8:30 a.m.

4511 SC

1. Call to order 8:35
2. Introductions ✓
3. Approval of minutes from previous meeting approved.
4. Announcements - Harvest will be leaving 8/30 - Blake will take over for Harvest
5. Impromptu new business items for this agenda
 - New CTO - Danny Tang started - discussed organizing IT Dep.
6. Liaison committee reports
 - a. UI Staff Council meeting - windy as rep Kim - August 22nd, speaker office of Janine Beck - discussed communication on campus, and the well
 - b. HR Director Jan Waterhouse:
 - how we communicate info to the media
 - double check what you're sending in an email. It's a fair game.
 - personal email can be used if it discusses work.
 - if they mess up (media) you can recover
 - c. Finance Director April Tippet
7. Committee reports
 - a. Executive
 - b. Elections - will worry about election issue next time around. Lisa will touch base with Eric (Dan)
 - c. Staff Awards - new award for research center staff, need to med to recruit it. so the full.
 - d. Social Events - more push for the stuff research (Lisa will chair, David Josh)
 - e. Publicity and Communication - Blake will be
 - f. Welcome/Goodbye - tell me over social media - she will come
 - g. Get to Know the College - any and all ideas and recommendations, roles in the website, each dept will get a new one & the whole website
 - h. Bylaws/Policies & Procedures
 - i. Community Service - check with Sarah or clean up stuff, what her typical timeline is - talk to Sarah as sep.
8. Old Business - committee assignments
9. New Business
 - a. Items from the floor

Financial
April put Lisa
as the owner of the
ESAT TDR acct.
- set up on board
for the website, style
guide for the website
launching soon. a she will
chair. Onboarding meeting
clear idea of what

Funding for Merged (still regent)
- tuition pays for more than the state
- state needs to be more involved
with the legislature.
just gets 55 mil
July meeting - request notes
from Kim + attach.
- discussed strategic plan Bort regent meeting
- TA salary / research funding
- working at round - October

adjourned
9:20

Next meeting
September 22, 2016; 8:30am
Location: TBA

- AIB - still unclear.
- all 3 pres are looking at what
they will offer
- UNI has a lot of space, not a
lot of students enter a
1+3 or 1+2 - freshmen to
a bigger school, bordering
ideas.

(Remark)

Non-ESAC															
ESAC															

& envelopes
- get cards to Blake

8/25/16

Harvest Ellis

Christopher Fomow

Kim Lebeck

Lisa R. Long

Samuel Pochman

Megan Dulaney

Blake Rupe

Robert J. [unclear]

Handwritten: 2/1/2013

Christopher Fennell

Handwritten signature: *Handwritten signature*

protestant

Black Paper

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

		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			