

## ESAC Meeting Minutes: 11/19/2015

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

**Present:** Dan Gilles, Jennie Portwood, Josh Atcher, Harvest Ellis, Christopher Fomon, Lisa Lang, Kim Lebeck, Sarah Williams, Sara Conrad

**Location:** 202 ERF

- Minutes from September 24<sup>th</sup> were approved.

### **Announcements:**

- IT update on Office 365 for Engineering – early December tentative time frame for migration
- SC expansion – beginning prep work on December 14th for construction to begin around January 22<sup>nd</sup>. Prep work impacts 1300 and 1500 hallways.

### **Finance/HR Director Reports:**

- Jan and April were not present

### **Committee Reports:**

- **Executive:** None
- **Elections:** None
- **Staff Awards:** None
- **Social Events:** Potluck info – 60+ people attended and all of the food was gone. Maybe plan for 50 next year, instead of the 45 we planned for this year. Cutting boards went to Laura Vasser (dessert) and Matt McLaughlin (side). Spent “49.90 on cutting boards and ~\$360 on food.
  - Any new ideas for spring event? Josh suggested singing valentines
- **Publicity and Communication:** Sent out flyers by campus mail and e-mailed reminder notes for the potluck, also displayed them on SC monitors. Are there any other buildings with monitors that we should share these slides with?
- **Welcome & Goodbye:** None
- **Get to Know the College:** open to ideas. Possibly Solidification lab, MIE or CBE, or wind tunnel?
- **Bylaws/Policies & Procedures:** If you have any questions about any bylaws or policies, please let
- **Community Service:** Picking up donations tomorrow. Dan will get an IIHR vehicle to go around and pick items up. If you're interested in helping, please let us know. HACAP family – Sarah will send out an e-mail with the items requested by the two families. Sarah and volunteer/s will also pick up food from Costco for the families.

**Old Business:** none

**New Business:** none

**Adjournment:** Dan Gilles adjourned the meeting at 8:55 am

**Submitted by:** Megan Delaney

Next Meeting: 8:30 am, December 17<sup>th</sup>, 2015

Location: 4505 SC

Non-ESAC															
		Joshua Atcher	Christopher Fomon	Harvest Ellis	Daniel Gilles	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Sarah Williams	Sara Conrad	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					

SC expansion  
 Dec 14th? <sup>fruits</sup>  
 cell. 1300 <sup>hellway - move to</sup>  
 301 and communication bldg.  
 same w/ 1500 <sup>hellway</sup>  
 1505 will be closed.  
 Jan 22 start date.  
 fall 2017. <sup>completion date.</sup>

11/19/15

Call to order: 8:30am 202 ERF

process asap.

Attendees: Dan, Jennie, Josh, Harvest, Chris, Lisa, Kim,  
 Sarah W, Sara C.

approval of last minutes -

adjourn. by 8:55

announcement? no old business? no new business? Office 365  
 to SC.

~~New business~~ Community service - Pick up food tomorrow.  
 Send e-mail updates (bring my stuff in!). Check on  
 Chris center hours, use HR truck, take photos? Volunteer to help.

HR report - none  
 finance report - none  
 THARP - jam - single mom 3 kids. Done  
 other jam, Sarah W. will send out  
 list of items. Dec. 19th collect until  
 the 17th. we also do  
 meals. (cost co: turn)  
 take care as well.

Bylaws - if you have questions we can  
 not much need for flyer, just send an email.

Committee report

Social event - Potluck - 60+ people lots of participation  
 all food was gone, cutting boards Laura Vasser.  
 meet McGowan, spent 49.90 on cutting boards 360 a food.  
 maybe plan for 50 next year.  
 new ideas for Spring - singing Valentines.

Publicity / Communication - Any other screens in other  
 bldgs to show? Send out flyers, & emails,  
 send hard copy in the future.

Welcome / Goodbye - no updates. Haven't heard from Jan.  
Get to know the college - open to ideas? Chem eng.  
 Acidification lab, (Beckman?) MIE or CTEP, wind turbine



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**Engineering Staff Advisory Council**

November 19, 2015, 8:30 a.m.

202 ERF

*DPW Comp's*

1. Call to order
2. Approval of minutes from previous meeting
3. Announcements
4. Impromptu new business items for this agenda
5. Liaison committee reports
  - a. HR Director Jan Waterhouse: Updates/comments
  - b. Finance Director April Tippet
6. Committee reports
  - a. Executive
  - b. Elections
  - c. Staff Awards
  - d. Social Events – Thanksgiving Potluck Update
  - e. Publicity and Communication
  - f. Welcome/Goodbye
  - g. Get to Know the College
  - h. Bylaws/Policies & Procedures
  - i. Community Service
    - i. Thanksgiving food drive Pickup/Delivery to Crisis Center
    - ii. HACAP - Adopt a Family
7. Old Business
8. New Business
  - a. Items from the floor

**Next meeting**

Tentatively December 17th, 2015, 8:30am

Location: TBD

