

ESAC Meeting Minutes: 2/23/2016 7

Draft

approved. 3/23/17

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

Present: Jan Waterhouse, Lisa Lang, Jennifer Portwood, Megan Delaney

Location: 202 ERF

Minutes: January minutes were approved

Announcements: none

UI Staff Council

- Staff Council Meeting Agendas and Minutes <https://uiowa.edu/staff/meetings-and-agendas>

HR Director Report (Jan):

- Performance Reviews
 - Annual reviews are due by the end of March.
 - If you have any questions, please contact the COE HR Team
- Awards and Recognition event
 - New date: April 25th, 2017 in 1505 SC
 - Food and beverages at 3:00, event begins at 3:30

Finance Director Report (April):

None

Committee Reports:

- **Executive:** none
- **Elections:**
 - We are looking for 6-7 new members to replace the outgoing group
- **Staff Awards:**
 - April 11th, 2017 in 1505 SC
 - Send out email requesting nominations January 30th
 - Submissions are due March 13th
- **Social Events:**
- **Publicity and Communication:**
- **Welcome & Goodbye:**
 - Leaving:
 - Welcome:
- **Get to Know the College:**
- **Bylaws/Policies & Procedures:** none
- **Community Service:**

Old Business:

New Business:

Feb 2017

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

Submitted by: Megan Delaney

Next Meeting: 8:30 am, March 23rd, 2017

Location: 121 SHL (IIHR Conference Room)

Delaney, Megan R

From: Tippet, April L
Sent: Thursday, March 23, 2017 7:43 AM
To: Delaney, Megan R; Lang, Lisa R
Subject: ESAC

I will not make it to ESAC this morning, but here is a brief update:

1. End of the fiscal year is only three short months away! Make sure encumbrances are being reviewed and closed if needed, accounts are reconciled, etc. I will be sharing deadlines with the department administrators as they become available.
2. The budget process for FY18 continues as the University develops a new budget model. Alec and I are involved in the process, similar to other collegiate Deans and Business Officers. As things finalize, information will be shared. Any questions until that time can be directed to myself or Alec.

Thank you!

April

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

Engineering Staff Advisory Council

February 23, 2017 8:30 a.m.

202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting - *approved*
4. Announcements
5. Impromptu new business items for this agenda –
 - a. Doug Eltoft will be presenting an update on COE Annex
 - b. College of Engineering Working at Iowa survey report – Jan Waterhouse
 - i. Please review the survey report at
<https://www.engineering.uiowa.edu/college/faculty-and-staff/working-iowa-survey>
 - ii. Think about areas of strength and areas for improvement based on the survey results. *when can we celebrate?*
 - iii. Bring ideas about next steps to take in response to the survey report.
6. Liaison committee reports
 - a. UI Staff Council meeting
 - b. HR Director Jan Waterhouse
7. Committee reports
 - a. Executive
 - b. Elections
 - c. Staff Awards
 - d. Social Events
 - e. Publicity and Communication
 - f. Welcome/Goodbye
 - g. Get to Know the College - *ask him*
 - h. Bylaws/Policies & Procedures
 - i. Community Service
8. Old Business –
9. New Business
 - a. Items from the floor

Next meeting

March 23, 2017; 8:30am

Location: TBA

ESAC Feb. 23

Jan Lichtenhouse
Susan R. Lang
Carmel Fortman
Megan Delaney

