ESAC Meeting Minutes: 7/27/2017

Draft

Call to Order: Sarah Lobb (8:30am)

Present:  Sarah Lobb, Blake Rupe, Rachel Marek, Jan Waterhouse, April Tippett, Lisa Lang, Ashlee Johannes, Chris Reuter, Angi Roemermann, Dawn Marshall

Location: 4511 SC

Minutes:  June minutes were not approved, April requested an edit to the Finance Director Report notes. That change will be made and minutes will be approved in August.

Announcements:  None.

UI Staff Council

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

HR Director Report (Jan):

- Supervisor enhancement meetings
  - Will begin to take place across College of Engineering to enhance performance management feedback outside of year reviews. On 7/28 is the first meeting – there are 15 supervisors signed up to attend. There will be 2 events in the Fall and 2 events in the Spring in different buildings. The sessions will be recorded and placed online for those who can’t attend. Open to all faculty and staff who supervise others.

Finance Director Report (April):

- New fiscal year is now
- ESAC’s FY budget remains $1500, we are advised to use it all
- It is requested to receive a budget breakdown of the past few years to see where the money has been spent in the past. April can do those queries and dispense.

Executive Committee Votes

- Executive – President is Sarah Lobb
- Vice President – Blake Rupe
- Treasurer – Kristina Venzke (pending her approval)
- Secretary – Dawn Marshall

Will have an executive committee meeting

Ad Hoc Committee Seats:

- Executive: See Above
- Elections: Chair: Blake Members: Sarah, Dawn, Chris
- Staff Awards: Chair: Angi Members: Sarah, Chris, Dawn, Rachel
- Social Events: Chair: Ashlee Members: Blake
- Publicity and Communication: Chair: Blake Members: Rachel, Ashlee
- Welcome & Goodbye: Chair: Chris
- Get to Know the College: Chair: Dawn Members: Chris
• **Bylaws/Policies & Procedures:** Chair: Sarah  Members: Rachel, Angi  Advisor: Jan
• **Community Service:** Chair: ________  Members: Ashlee, Blake (Sarah will serve as temporary chair)
• **Sustainability:** Chair: Blake  Members: Ashlee, Rachel

**Old Business:**
- none

**New Business:**
  - Dawn would like to have a breakdown of staff throughout the college, the breakdown of administrative vs. research.
  - Also suggested to perhaps switch ESAC incoming roles to 2/3/4 year mixed appointments in order to even out the mass exodus.
  - Add NADS to the list of rotating meeting places.
  - A Blood Drive should be looked into by the Community Service committee.
  - Get to Know the College should look into OPL, LACMRERS.
  - Email Jill and April regarding the custodial trash issues.

**Adjournment:** Sarah Lobb adjourned the meeting at 9:45 am

**Submitted by:** Blake Rupe

Next Meeting: 8:30 am on August 24, 2017

Location: 202 ERF
<table>
<thead>
<tr>
<th>ESAC</th>
<th>Non-ESAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Lobb</td>
<td>Jan Waterhouse</td>
</tr>
<tr>
<td>Blake Rupe</td>
<td>April Tippett</td>
</tr>
<tr>
<td>Angi Roemer</td>
<td></td>
</tr>
<tr>
<td>Ashlee Johannes</td>
<td></td>
</tr>
<tr>
<td>Dawn Marshall</td>
<td></td>
</tr>
<tr>
<td>Rachel Marek</td>
<td></td>
</tr>
<tr>
<td>Chris Reuter</td>
<td></td>
</tr>
<tr>
<td>Kristina Venzke</td>
<td></td>
</tr>
<tr>
<td>Executive</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td></td>
</tr>
<tr>
<td>Staff Award Evaluation</td>
<td></td>
</tr>
<tr>
<td>Social Events</td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td></td>
</tr>
<tr>
<td>Welcome/Goodbye</td>
<td></td>
</tr>
<tr>
<td>Get to Know the College</td>
<td></td>
</tr>
<tr>
<td>Bylaws/Policies</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
</tr>
</tbody>
</table>