

# COLLEGE OF ENGINEERING

College of Engineering Staff Advisory Council

Date: Wednesday, October 17, 2012

Time 0900

Place: Bldg 72 Civil Engineering Room CE106

Call to order 0906

Attendees:

Dolores Fajardo MSE, Tom Demma CEEM, Therese Lane CEEM, Nancy Preble SIE, Kerri Sonnenberg BME, Lisa Rulney ADM

Absent: Arla Allen ChEE, Lee Easter Eng Admin, Celia Stenzel Affairs, Nancy Emptage ECE

Agenda distributed.

No Quorum, minutes from last meeting were not approved.

Old Business:

Step up be kind: Erin Strang is no longer our contact, new contact starts at end of October

Webinar on education opportunities for staff

Nancy thought presentation was less than acceptable due to the bad transmission and the presenter's cough.

They will send DVD of presentation

Nancy asked for ideas for brown bag discussions for topics of interest

Kerrie will contact Steve Singkofer for presentation on Dashboards

Tom mentioned videos on MS Outlook 2010 available at Lynda.com and tutorials on line at UITS.

Dolores will contact HR for benefits information.

Therese will contact Garth Perry for Excel.

Recognition:

No one had any other suggestions for COE SAC logo from survey.

Lisa mentioned survey that most people do not get praise for work.

New Business

Toys for tots

Arla wants to expand it to used or new clothes. Will contact local TV station for help.

Lisa discusses book "Strengths Finder" Tom Rath

Lisa suggested taking the online test, access code is one time only, don't close page or access code will be charged.

Lisa gave everyone a copy of the book.

No other business

Next meeting not scheduled

Adjourned 0944