



STAFF COUNCIL

MEETING MINUTES

Tuesday, January 17, 2012

Time & Location: 11:30 AM – 1:00 PM, Butler Conference Room, Butler Pavilion

Members Present: Nicole Schoeb (Secretary), Matteo Becchi (Co-Chair), Lena “Josie” Armentrout, Jim Asendio, Emily Curley, David Fletcher, Sarah Goldberg, Rene Kauder, Laura Larrimore, Shea Mulcahy, Nancy Pearson, Celina Ryan, Kathryn Tortorici, Patricia Williams.

Authorized Absences: Scott Jones (Chair), Gerick Allen, Curtis Burrill, Adell Crowe, Dori O’Donnell, and Mark Winek.

Approval of Meeting Agenda and Minutes of the Previous Meeting

The meeting began at 11:40am. The minutes of the last meeting and current agenda were approved.

Current Business

I. Current Business

- a. BOT February Report—Due by January 20th to Scott.
- b. Service—timing of upcoming events.
- c. Planning ahead for elections, Scott needs several council members to assist in the pre-elections process: Laura Larrimore, Kat Tortorici, Sarah Goldberg, and Matteo Becchi will assist.
 - i. Question asked regarding campaigning during the elections—there are no rules in our Bylaws prohibiting campaigning.
- d. Update on the E-waste Drive committee
 - i. Hallie Porter will be taking this idea on because the Purchasing Department has been thinking about a similar concept; the department is in the midst of creating a Craigslist-type website.
 - ii. Support Services will be assisting with the picking up and dropping off of items, whenever the site goes live.
 - iii. Laura—will be following up with Hallie on the platform that will be used for this site.
 - iv. Currently Staff can email ausupport@american.edu to pick up E-waste items.
- e. Service
 - i. Book & Media Swap—February 8th in Bender Arena Lobby (9am-2pm)
 1. Items we do not collect—magazines, textbooks, & academic journals.
 2. Flyers for advertising—Emily is going to handle the coordinator on the day of; Curtis will be handling the advertising.
 3. Sign-Up sheet went around with the following staff volunteering—
 - a. 9:00-10:00am—Kat & Emily

- b. 10:00-11:00am—Matteo
 - c. 11:00am-12:00pm—Nancy
 - d. 12:00-1:00pm—Jim
 - e. 1:00-2:00pm—Josie & David
 - ii. Prom Dress Drive
 - 1. March 22, 23, 29, 30—Collection Dates.
 - 2. Council will staff a table prior to spring break..
- II. Good of the Order
 - a. Recyclemania will be starting again this semester.
 - b. Question asked regarding MLK Day of Service and how many staff members are currently signed up.
 - i. We do not currently know the numbers.
 - ii. Laura will send out the MLK flyer to send to constituents..
 - c. Staff Council Facebook Page
 - i. Periodically run an announcement in Today@AU and there are usually one or two “likes” of the page.
 - d. OIT Updating Commonsport
 - i. While this update is happening, you will not be able to update the AU website for an entire week (most likely happening the last week of February); if OIT ends up behind schedule, the update will occur during Spring Break.
 - ii. As this gets closer, we will need to let our constituents know.
 - e. Question about when the old website will be offline.
 - i. Currently OIT does not know when the site will be officially offline.
 - f. LMS—system will be going live on February 6.
 - i. Will freeze the domino training registration on February 3 & 4, in order to complete the migration..
- III. Adjournment at 12:13pm.

Next Meeting: February 21, 2012