



MEETING MINUTES

Tuesday, December 6, 2011

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

Members Present: Scott Jones (Chair), Nicole Schoeb (Secretary), Matteo Becchi (Co-Chair), Gerick Allen, Lena “Josie” Armentrout, Jim Asendio, Curtis Burrill, Adell Crowe, Emily Curley, David Fletcher, Sarah Goldberg, Rene Kauder, Laura Larrimore, Shea Mulcahy, Dori O’Donnell, Nancy Pearson, , Kathryn Tortorici, and Mark Winek.

Authorized Absences: Celina Ryan, Patricia Williams.

Approval of Meeting Agenda and Minutes of the Previous Meeting

The meeting began at 11:41am. The minutes of the last meeting and current agenda were approved.

I. Current Business

- a. Bernie Schulz, OCL
 - i. On behalf of the Web Steering Committee, seeking feedback on mobile applications related to AU, geared specifically to smart phones.
- b. Sheila Way, HR
 - i. PMP Program update Roadmap
 - ii. Discussion about Individual Development Planning
 1. Link between performance and learning & career development.
 - iii. Update on the Learning Management Project timeline
 1. Separate system from PMP Program update.
 2. LMS Marketing—December & January
 3. Questions or comments—contact Matteo or Sheila Way.
- c. Service Initiatives
 - i. Spring Blood Drive
 1. Kat contacted the Red Cross; we will only need to provide the space, table, or chairs; this event would be a big time commitment for us.
 2. Kat was told that JFC hosts a blood drive every semester; JFC would not be able to collaborate because the space is tight; potentially adjust to be a summer blood drive?
 3. Motion to put on agenda to talk about agenda later in the semester, to host blood drive in the summer.
 - a. Approved by majority.
 - ii. Can You Help? Drive
 1. Please forward the email blast out to your constituents; tell your constituents when/where you will be available; we currently have raised around \$600.
 - iii. Money Management
 1. Keep money in a secure location or give it to Scott/Kat.
 2. For the Holiday Party, need a big vase (Rene will provide).

- iv. MLK Day of Service
 - 1. January 16th—come to AU the morning of, events last half a day, provided lunch, followed by an afternoon program; t-shirt provided.
 - 2. Staff Council will do an e-blast asap.
 - v. February—Book and Media swap, Wednesday, February 8, 2012.
 - vi. Prom Dress Drive—will be held during the spring semester; we will need a manager for this event; advertise this event in early spring. (April)
 - d. Survey Information—will discuss in detail at our first January meeting.
 - e. Staff Council Shirts—make sure you get your shirt from Rene!
 - f. Smoking Policy
 - i. University is looking to go completely smoke-free.
 - ii. Do we go smoke-free Fall 2012 or Fall 2013?
 - iii. Fines through Student Contact; Managers would be asked to enforce policies regarding their employees; community enforcement as well.
 - iv. There are over 200 universities nationwide that are already smoke-free.
 - v. In favor of 2012-10 votes; 2013-7 votes. Council is split.
 - g. Newsletter will be going out the Monday before the holiday party.
- II. Adjournment—1:12pm.

Next Meeting: January 17, 2012