



# STAFF COUNCIL

## MEETING MINUTES

Tuesday, February 5, 2013

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

**Members Present:** Adell Crowe (Co-Chair), Kat Mirance (Secretary), Lena “Josie” Armentrout, Stephanie Cappuci, Emily Curley, David Fletcher, Sarah Goldberg, Elizabeth Horsley, Kevin Mason, John Mayhan, Dori O’Donnell, Anna Olsson, Jason Poppe, Celina Ryan, Tara Sabbagh and Kristen Sorensen

**Absences:** Matteo Becchi (Chair), Helen Lee, Paul Miller

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11:45 AM Call to Order & Roll Call

- I. Approval: Meeting Minutes from January 15<sup>th</sup> Meeting-approved
- II. Approval: Meeting Agenda-approved
- III. Current Business
  - a. Book and Media Swap
  - b. Dining Services Open Forum Update
    - i. How long is the contract with the provider?
  - c. Smoking Policy Sub Committee Updates
    - i. No sub committees have met...no communication has been received
  - d. “Active Shooter” Training-safety and programs
    - i. FEMA training is available online for those who are interested
    - ii. Suggestion: Establish an ICE means of communication- develop a sign
  - e. PMP: approaching Mid-Year Review
  - f. Facility/Campus Plan Status- things are progressing as planned
  - g. Strategic Plan Objectives: Review and Provide Feedback- see attached notes
  - h. Election Committee
    - i. Notification of members up for election:  
Gerrick Allen- OUT-vacant seat  
Josie Armentrout- Up for re-election  
Emily Curley- Up for re-election

David Fletcher- Up for re-election  
Sarah Goldberg- Up for re-election  
Dori O'Donnell- Up for re-election  
Jason Poppe- Up for re-election  
Celina Ryan- Up for re-election  
Kat Mirance- Up for re-election

- ii. Absences should be considered when evaluating whether or not to run for re-election

IV. **New Business**

a. New Initiatives

- i. Next meeting will hear from center of diversity and inclusion
- ii. News letter is live!
  - 1. Message will be sent to community
  - 2. Will include reminder about book swap
- iii. Tuition Remission Initiative:
  - 1. How American University deals with TAX on Tuition Benefits- questions and concern
  - 2. Celina will reach out to Jennifer Jackson
  - 3. Tax Specialist will be sought out to speak to the council as well.
- iv. End of the year party vs pizza lunch
  - 1. Undecided/no preference

V. Suggestions for the Good of the Order

VI. Adjournment

***Next Meeting: February 19, 2012***