



STAFF COUNCIL

MEETING MINUTES

Tuesday, March 6, 2012

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

Members Present: Scott Jones (Chair), Matteo Becchi (Co-Chair), Nicole Schoeb (Secretary), Curtis Burrill, Adell Crowe, Emily Curley, David Fletcher, Danny Grant, Laura Larrimore, Dori O'Donnell, Jason Poppe, Celina Ryan, and Kathryn Tortorici.

Authorized Absences: Gerick Allen, Lena “Josie” Armentrout, Sarah Goldberg, Rene Kauder, Shea Mulcahy, Nancy Pearson, and Mark Winek.

Approval of Meeting Agenda and Minutes of the Previous Meeting

The meeting began at 11:44am. After quorum was met, the minutes of the last meeting and current agenda were approved.

I. Current Business

- a. New Council Member—Jason Poppe Introduction; welcome to the council!
- b. SPA Leadership Program—as a council we have agreed to not participate in this program; this item will no longer appear on our agenda.
- c. Internal and External Staff Council Committees/Representatives
 - i. Representative to Faculty Senate—Celina Ryan.
 - ii. Parking and Transportation Committee—Dori O'Donnell, Danny Grant, & Emily Curley.
 - iii. Diversity Committee—Matteo Becchi and Jason Poppe.
 - iv. Sexual Harassment Prevention Project Team—Laura Larrimore.
- d. BOT Report
 - i. Thursday, March 1 was the most recent BOT meeting.
 - ii. Most discussion surrounded the Campus Plan, being announced shortly; discussion also regarding budget implications, especially about the two-year budget cycle starting again.
 - iii. Scott presented to the BOT what the current council has accomplished so far, what service initiatives we are planning, as well as what is happening going forward.
- e. E-Waste Collection Sign-Up
 - i. Several people have already signed up for this collection drive this Thursday and Friday from 11-2 on the quad.
- f. Project Move-Out
 - i. Dates will most likely be April 27 and April 28 in the Tavern; stay tuned for more information.
- g. PMP Update Project—Competencies

- i. Looking at competencies and core values for the new PMP Program (the process and the system).
 - ii. Please take the next few weeks to read through what Matteo sent out via email, so that he can bring feedback to the PMP Update Project Team.
 - iii. Next discussion after the competencies will be the weights and rating scales.
 - iv. April-ish—PMP team will be holding stakeholder meetings to solicit more feedback.
 - v. Looking for May/June system testing to occur; the new system will also have an incorporated self-help tool.
 - vi. Changes to the PMP Program / Process are designed to enable the conversation between managers and staff members.
 - h. Earth Week
 - i. April 16-April 22; Campus Beautification Day is Tuesday, April 17.
 - ii. Staff Council potentially could coordinate an event during that week:
 - 1. Trash pick-up idea, especially in a visible area, would be good for neighbor relations; potentially partner with another group on campus (athletic teams and club/intramural teams possibility as well).
 - iii. Because Campus Beautification is the 3rd Week of April (a meeting day), we will need to vote next week either to cancel that meeting or move the meeting.
 - i. Parking Issue
 - i. Issue regarding parking around the Brandywine building; currently there are a very limited number of parking spots and the current carpooling policy is cumbersome.
 - ii. Parking and Transportation Committee should discuss this issue and make direct contact with Terry Campbell in parking and transportation or invite Terry to speak.
 - iii. Zimride.american.edu—Free carpooling matching site.
 - iv. Emily Curley—will work to pull the committee together.
 - j. Staff Appreciation Week Discussion
 - i. Committee meeting this coming Friday; Laura is working to change and update the Staff Appreciation Week website.
 - ii. On Wednesday of the week, we will host a Book & Media Swap, as well as the Professional Clothing Drive from 9am-2pm; collecting professional clothing the entire time, and book and media swap drop-off 9am-12pm, pick-up 12-2pm.
 - iii. Suggestions for other ideas—movie night, pottery idea, Nationals Game, theater night.

II. New Business

- a. Prom Dress Drive—today is the first day of tabling advertising the collection dates, occurring the two weeks following spring break.
 - i. Panhellenic Association is coordinating all staffing things related to this event.
- b. Book and Media Swap is going to be during Staff Appreciation Week.
- c. Impact to roadways on campus—Parking lot behind POB will no longer exist, roadway in front of McDowell will be closed; parts of Leonard Hall roadways will also be limited; for the next two/three years parking directly on campus will be impacted.
 - i. This means that we will no longer be hosting charity runs on campus because of limited parking and roadways.
 - ii. Next Monday and Tuesday, tunnel roadway will be closed for lights being replaced.
- d. Elections—Co-Chair & Secretary is open to any/new staff council member; Chair position requires that you have served previously on the council.

- III. Scott extending the invitation to any current member to come to him with questions about what it involves, what the time commitment is, what the pros/cons are for the position.
- IV. Adjournment at 12:18pm. *Next Meeting: March 20, 2012*