



# STAFF COUNCIL

## MEETING MINUTES

Tuesday, July 10, 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), Gerick Allen, Lena “Josie” Armentrout, Stephani Cappuci, Adell Crowe, Emily Curley, David Fletcher, Sarah Goldberg, Daniel Grant, Elizabeth Horsley, Laura Larrimore, Helen Lee, John Mayhan, Dori O’Donnell, Anna Olsson, Jason Poppe, Celina Ryan and Kristen Sorensen.

**Absences:** Kevin Mason and Kat Mirance.

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### Approval of Meeting Agenda and Minutes of the Previous Meeting

The meeting began at 11:35am. The minutes from the last meeting and today’s agenda items were approved.

#### I. Current Business

- a. Introductions—old and new council members provided introductions.
- b. Bylaws Review—reviewed several specific parts of the bylaws (see actual document for all details)
  - i. Attendance Expectations—number of allowed absences, off-cycle meetings.
  - ii. We want to make sure that all 20 people around the table are active and engaged; making sure we have quorum to make decisions, etc.
  - iii. Matteo will run next week’s meeting as the current co-chair.
- c. Committee Assignments
  - i. Can be on multiple committees; we look for people to have a broad experience on the council through serving on several committees throughout one’s time on the council.
  - ii. Hold off on chairs of committees until next week.
  - iii. Internal Committees
    1. Policy and Procedures—Danny Grant.
    2. Budget and Finance—Incoming Chair and Co-Chair will hold.
    3. Service—has grown as an initiative in the last several years and is the most visible function through our service activities.
      - a. Kat (Chair), Emily, Dori, David, Helen, Stephanie, Matteo, Sarah, & Kristen.
    4. Web and Communications—responsible for Staff Council email address, newsletters, videos, e-blasts, website, Facebook page, logo on all communications.
      - a. Chair (TBD), Laura, Sarah, Gerick, Celina, Anna, Kristen, & Elizabeth.
    5. Representative to Faculty Senate—Dori & Celina.
    6. Parking and Transportation—through our survey, this will be a big issue over the next several years.
      - a. Emily (Chair), Danny, Josie, Gerick, Jason, John, Helen, & Kevin.
    7. Diversity—explores and addresses diversity initiatives on-campus; the committee originally derived from the strategic plan to explore diversity issues.
      - a. Intended to evaluate diversity avenues existing on campus, and how to co-sponsor events; stems from Inclusion Survey several years ago.

- b. Two target populations identified, where staff in lower bands felt their voices were not being heard—Facilities Management and Public Safety.
        - c. Adell (Chair), John, Anna, & Kevin.
      - 8. Educational and Social Activities—committee should start next week to work on the Fall Luncheon.
        - a. Elizabeth and Stephanie (Co-Chairs), Jason, Matteo, David, & Kat.
    - iv. External Committees
      - 1. Benefits Advisory Project Team—Dori.
      - 2. PMP Update Project Team—Matteo.
      - 3. Dining Services—Kat, David, & Helen.
      - 4. Sustainability Project Team—Josie, Jason, & John.
      - 5. Disability Compliance Team—John.
      - 6. Sexual Harassment Prevention Project Team—Laura & Kristen.
    - v. BOT Committees
      - 1. Athletics—Elizabeth.
      - 2. Academic Affairs—Anna.
      - 3. Alumni Affairs & Development—Laura.
      - 4. Campus Life—Helen.
  - d. Elections Preview
    - i. Nominations will be taken today for elected positions, with actual elections next week.
    - ii. Nominations—open until meeting next week.
      - 1. Secretary—Kat (nomination accepted)
      - 2. Co-Chair—Celina and Adell (nominations accepted)
      - 3. Chair—Matteo (nomination accepted)
    - iii. Secretary and Co-Chair positions open to all members; chair not open to first year, first term council members.
  - e. Upcoming Service Projects, Communications Committee Update, Parking and Transportation agenda items held off until next week.
  - f. Reminder—July 17 meeting will be in MGC 245.
- II. New Business
- III. Adjournment at 1:05pm.

*Next Meeting: July 17, 2012*