



STAFF COUNCIL

MEETING MINUTES

July 17, 2012

Time & Location: 11:30 AM – 1:00 PM, Mary Graydon Center, Room 245

Members Present: Matteo Becchi (Chair), Adell Crowe (Co-Chair), Kat Mirance (Secretary), Gerick Allen, Lena “Josie” Armentrout, Stephanie Cappuci, David Fletcher, Daniel Grant, Elizabeth Horsley, Laura Larrimore, Helen Lee, Kevin Mason, John Mayhan, Dori O’Donnell, Anna Olsson, Jason Poppe, Celina Ryan and Kristen Sorensen.

Absences: Emily Curley and Sarah Goldberg,

11:35 AM Meeting called to order

- I. Approval of last meetings minutes and meeting agenda-both were approved
- II. Current Business
 - a. Elections for Leadership Team (Chair, Co-Chair, Secretary)
Chair: Matteo (accepted)-elected
Co-Chair: Selena (withdrew) Adell (accepted)-elected
Secretary: Kat (accepted)-elected
 - b. Committee Chair Elections / Selections
 - i. Service Committee-Kat accepted
 - ii. Web and Communication-Celina nominated, seconded and accepted
 - iii. Remove Kevin from Parking and Traffic Committee
 - iv. BOT Representatives updates:
 1. Laura removed as representative
 2. Adell replaced Laura as Alumni Affairs and Development representative
 - v. Need to arrange communication for external committee members
 - c. Constituency coverage - will be updated on the website
 - d. Fall Luncheon (Educational and Social Committee)-reminder to get together and meet to brainstorm ideas on how to build the program and get the name of Staff Council out.

Committee will meet offline to start the plan and will report back next meeting on their progress and plans thus far.

- e. Summer Newsletter
 - i. Please respond to the survey that Celina sent out. The information will be included with the summer newsletter and on membership page; this will allow constituents will get to know us better.
 - ii. Time frame for newsletter is within the next two weeks.
 - iii. Immediately after the newsletter is published, representatives should reach out to their constituents.
 - 1. Call or email?... do we have a pre-fabricated memo or letter? Laura will write the blurb
 - iv. Representatives who do not have their headshots should make an appointment to get their photo taken so that it can be updated/added to the website and included in the newsletter.
- f. Upcoming Service Projects- committee to meet after the meeting and provide updates next meeting
- g. Communications Committee Update- committee to meet after the meeting
- h. Parking and Transportation Committee Update- committee to meet after the meeting
- i. Other Committee Updates

ALL committees will meet offline before the next staff council meeting to come up with a rough draft of what the plan is for this year
- j. BOT Meeting Reminder– Anna, Laura, Elizabeth, Helen & Chair
 - i. Laura removed herself from this group; Adell replaced her as the representative.
 - ii. Meeting Dates will be communicated once Matteo has the information

III. New Business

- a. Update biographies on the AU website

IV. Suggestions for the Good of the Order

- a. Recommendation to put it out to the group for service activity suggestions
- b. Nationally Accredited as an Arboretum!
 - i. Over 150 species of plants
- c. New Child development center website-on campus pre-school/day care program is available to staff, students, faculty.
- d. Portal upgrade coming up; testing will be 1-2 weeks long and should result in the upgrade happening without any user complications.
- e. Committees to meet after this meeting and report back next meeting.

V. Meeting adjourned at 12:22 PM

Next Meeting: August 7, 2012