



STAFF COUNCIL

MEETING MINUTES

Tuesday, November 1, 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, Laura Larrimore, Shea Mulcahy, , Nancy Pearson, Celina Ryan, Kathryn Tortorici, Patricia Williams, and Mark Winek.

Authorized Absences: Rene Kauder, Dori O’Donnell.

Approval of Meeting Agenda and Minutes of the Previous Meeting

The meeting began at 11:37am. The minutes of the last meeting and current agenda were approved once quorum was reached.

I. Current Business

a. Committee Updates

i. Service Committee

1. Winter wear drive begins tomorrow; Kat has boxes to put in place with flyers; everything will be donated to the charity A Wider Circle.
2. Scott sent announcement to entire AU community via email.
3. Dates—November 2nd & 9th, in various university locations.
4. Dollar challenge jar will be happening concurrently.

ii. Transportation and Parking Committee

1. Committee met and similar issues from last year were discussed.

b. Student Government President Tim McBride

- i. Looking to align student and staff voices on various issues and have greater collaboration.
- ii. Initiatives discussed—parking fees for staff, gender neutral housing, SG Community Service Coalition, SG survey to students, SG scholarships, etc.
- iii. Smoking Initiative—Tim identified that the majority of students smoke in front of MGC, the library, and residence halls.
 1. As of October 7, 2011—583 campuses are completely smoke-free and without exception; a smoking policy for AU could potentially be implemented as early as Fall 2012 or 2013.
 2. Prior to a new smoking policy, President Kerwin will be reaching out to the entire community, soliciting feedback (both positive and negative).

c. Fall Luncheon Recap

- i. Everyone did a great job! About 275 staff members were in attendance.
- ii. Suggestions for next year: announce Staff Council items first; HR—no handouts given, spoke for too long, and should promote the info sessions instead of going through all the details; Bon Appetit needs to communicate to the University that U-Club is closed; Sustainability—next year have reusable silverware, plates, cups, etc., and to-go boxes.

d. Survey Update

- i. Emily, Mark, Gerick, Nicole, and Matteo will sort through the comments, in order to compile additional issues that may or may not have been addressed with the questions.
- ii. Staff Council can be doing more outreach to get the message out about who we are.
- iii. Service-related—HR wants to track information and numbers on service hours, before a change can be made to get time off in exchange for service hours.

- iv. Smoking information—Scott has passed the information to the University Council.
- v. Dining information—will go through Mark and Kat to bring to the Dining Services comm.
- vi. Transportation & Parking-- scooters, bicycles, shuttle services, scaled parking; Scott will pass this along to Terry Campbell, Captain Bailey, Chris O'Brian, and the new Director of Public Safety; will copy Staff Council members who sit on this committee.
- vii. Scott will include SG President on emails.
- e. Web & Communications Strategically Assisting the Council
 - i. There will be a newsletter going out before the holidays and one in the spring; draft of the fall newsletter will be going to Scott in a week; please send information to Celina that would like included; the newsletter will have a “Spotlight on the Chair” section and committee info.
 - ii. For fliers/ web communications going forward, the “like” us on facebook (www.facebook.com/austaffcouncil) and send questions or concerns to council@american.edu should be included.
 - iii. In signatures on emails, put Staff Council under your name, in order to get the word out with every email that you are a member of Staff Council.
 - iv. Suggestions for ways we can be more visible?
 - 1. Pocket planners to give as gift to council; can give out stickers for each of our events—budget-wise, there are cheaper options.
 - 2. We can create a download to your calendar of “Staff Council Events”.
 - 3. Put stickers on the coffee holders at the Davenport.

II. New Business

- a. New Initiatives
 - i. Winter Wear Drive—Constituents can go online to make a donation.
 - ii. Dollar Drive—no announcement yet, but we have raised \$129 so far; this will be a good event to have facetime with our constituents.
 - iii. 35 people now “like” our Facebook page.
 - iv. Campus Plan Questions
 - 1. Hearings are continuing; hopeful for a result in December, but most likely January.
 - 2. Regardless of the outcome, groundbreaking will happen as soon as able to start construction.
 - 3. Projected openings in August 2014; projected expansion out MGC for dining space.

III. Suggestions for the Good of the Order

- a. Know your numbers sessions and information sessions for benefits being held this month.
- b. Open Enrollment is November 7-31.
- c. Dates off at Christmas/New Years—a message will be sent to the AU Community.
- d. Questions regarding employees who required/essential to work during the week off between Christmas and New Years—Contact Brenda Harner or Deadre Johnson.

IV. Adjournment—12:59pm.