



STAFF COUNCIL

MEETING Minutes

April 2, 2013

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), David Fletcher, Sarah Goldberg, Elizabeth Komoroski, Rachel Leshner, Kevin Mason, John Mayhan, Anna Olsson, Jawee Perla, Celina Ryan, Tara Sabbagh and Kristen Sorensen

Absences: Gerick Allen, Lena “Josie” Armentrout, Emily Curley, Helen Lee and Dori O’Donnell

- I. Call to Order & Roll Call...11:40 AM
- II. Approval: Meeting Minutes from March 5th& 19th Meetings- approved
- III. Approval: Meeting Agenda -approve
- IV. Current Business
 - a. Guest Speakers: Lisa Arakaki and Leslie Wong
 - i. Commencement
 1. Summary of important dates, outline of duties
 2. Most recent post card sent to all student eligible for commencement
 3. Booklet with detailed information on commencement
 4. Email from Leslie
 5. Cap and gown orders are underway
 6. Notify them if you know of special needs students/guests (high profile, disabilities)
 7. Photos for slideshow can be emailed to jhoard@american.edu
 8. Jumbo trons will be brought in for closed captioning, etc
 9. Work with disability services to organize a run through so that they are comfortable. If

you know of a graduating student who is disabled shortly before commencement encourage them to reach out to DSS and/or commencement organizers

10. Commencement speakers will be announced this week
 11. Some priority seating is provided for staff graduates' guests
 12. Need 8-12 volunteers per ceremony
 - a. Organize the students and lead them to the arena floor(will be trained)
 - b. Food will be provided
 - c. Link for registration will be sent to Matteo and Kat for distribution to the rest of the council
- ii. AU's chapter of Her Campus, SELF Magazine runs work out in the Park.... Ran a contest for Work Out on the Quad, and AU won... Self Magazine will be coming to AU 11am-3 PM on Saturday 27th for Work out on the quad: yoga stage, crunch fitness stage and others... geared towards women and AU community only. Information will be sent out on how to register.. event is free but you have to register in advance
- b. New Member: Elizabeth Komoroski
 - c. Elections Update
 - i. Banner completed by Anna
 - ii. OIT finishing up form, will be sent out by end of the day today
 - iii. Matteo will keep council informed on number of nominations as we proceed through the process
 - iv. A deep bench of nominations is important so that we can assure that we have a full council
 - v. Web and communications- charge to update website
 1. Kristen will update with information on elections and will update photo
 - d. Tobacco Free Campus Subcommittees
 - i. Need representative for Enforcement sub committee
 - ii. Subcommittee updates?
 - e. Van Pooling, leadership update
 - i. Council will continue to be aware of the changes and opportunities but there is no place for the council right now
 - f. By Law update-skip
 - g. Staff Appreciation Week
 - i. Book/Media Swap and Professional Clothing Drive
 - ii. Service Committee to organize
 - h. Updates from External Committees
 - i. Benefits Advisory: NA

- ii. PMP: deadline for midyear review extended.
Focus of team now shifting to end of year review process and management of compensation manual. Briefing team is going around to communicate information and changes to pay band structure
- iii. Dining Services: wrap up meeting to review the three RFP's and presentations. Team reviewed assessments and made a suggestion to the final decision making committee
- iv. Sustainability: Change over to Bio Diesel
- v. Disability Compliance team???- John is the representative but there does not seem to be a compliance team...
- vi. Sexual Harassment Prevention Project
Team...leadership will investigate what the external committee is that representative should be involved with.
- i. Evaluation of internal committees
 - i. Policy and Procedure
 - 1. Updated rarely
 - ii. Budget and Finance
 - iii. Service
 - iv. Web and Communications
 - v. Parking and Transportation
 - vi. Diversity
 - vii. Educational and Social Activities
 - 1. Only active twice a year

New Ideas: Onboarding Committee

Splitting Service into: Book and Media Swap and then Service

Hot Topic/Staff Policy committee-

Archival committee or charge the onboarding committee with the task

New initiatives committee –finding new ideas/information and funneling them to the correct party

Will be on the agenda for next meeting, go forward and think about these.

- V. New Business
 - a. New Initiatives
- VI. Suggestions for the Good of the Order
 - a. Scheduling conflict, next meeting is during campus beautification.
 - i. Motion to cancel the April 16th meeting due to the scheduling conflict with campus beautification.
Approved.

VII. Adjournment

1. Kat will confirm with Kristen regarding the guest speaker

Next Meeting: May 7, 2013