



STAFF COUNCIL

MEETING AGENDA

May 7, 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), Gerick Allen, Lena “Josie” Armentrout, David Fletcher, Elizabeth Komoroski, Kevin Mason, John Mayhan, Dori O’Donnell, Anna Olsson, Jawee Perla, Celina Ryan and Tara Sabbagh

Absences: Emily Curley, Sarah Goldberg, Helen Lee, Rachel Leshner and Kristen Sorensen

- I. Call to Order & Roll Call 11:40 AM
- II. Approval: Meeting Minutes from April 2nd Meeting- approved
- III. Approval: Meeting Agenda – approved
- IV. Current Business
 - a. Elections Update
 - i. Ongoing, until the end of this week, close on Friday at COB. After which the top 9 will be notified of their election.
 - ii. Pursue votes and encourage constituents to vote
 - iii. About 200 staff members have voted thus far
 - b. Tobacco Free Campus Subcommittees
 - i. Need representative for Enforcement sub committee -
 - ii. Subcommittee updates
 1. Proposal has been made, given to Dr. Kerwin. Steering committee is prepared to defend the “grey” areas and other issues. Once Dr, Kerwin approves the proposal, we will switch in to implementation mode.
 2. Health subcommittee
 - a. Reaching out to health care providers, about the costs of substation.

- b. Looking into options to assist student, faculty and staff in quitting.
 - 3. Other subcommittees have not met.
- c. Dining Services Project Team update and upcoming change
- d. Communication Policy
 - i. We should not be using the helpdesk to email all faculty and staff on most things. We should be using other forms of communication: today@au, fourwinds, individual emails, etc.

- e. BOT Meeting
 - i. May 16th and 17th
- f. Staff Appreciation Week
 - i. Book/Media Swap and Professional Clothing Drive
 - 1. David Fletcher will handle the staffing, John will take care of the graphics
 - ii. Anna has an old SC banner she will bring in.
- g. Schedule of upcoming guest speakers
 - i. Second meeting in June is training
 - ii. Will look in to bringing A Wider Circle Representative in speak to the council
- h. Evaluation of internal committees
 - i. Policy and Procedure
 - ii. Budget and Finance
 - iii. Service
 - 1. Chair
 - 2. Chair of Book and Media Swaps
 - 3. Chair of Other/New service opportunities
 - iv. Web and Communications
 - 1. Met for about 3 hours to evaluate their purpose, mission, roles and structure for the committee
 - 2. Developed questions to pose to the council:
 - a. Do we want to have set constituency groups set? **need updates

Motion to develop a subgroup to develop the constituency groups- approved. Group: John, Celina, Matteo.

- b. How to we ensure that the messages we send to our constituencies actually get out to the end user?
 - i. Face to face contact is important. *attend staff meeting*

- c. Charge: LIKE us on FB!
- d. Newsletter: the committee needs assistance composing the newsletter.
- e. We need a photographer- where does that fit in, web and communications?
- f. Sharepoint- we are underutilizing it and need to explore how else we can use it. Post the agenda and minutes on Sharepoint- this will force people to use it.
 - i. Can we have someone come in and provide sharepoint orientation/training? Yes, Matteo can do this. Next Meeting?
 - ii. Will share the council list with Anna so that we can make sure they are all enrolled in sharepoint.

- v. Parking and Transportation
- vi. Diversity
- vii. Educational and Social Activities
 - 1. On boarding committing

Motion to make onboarding part of Educational and Social Activities committee. Approved.

- viii. Survey committee, or one that investigates to find out what we should be working on
 - 1. Should we do this on an adhoc basis, rather than established committee?

Will continue to discuss the committees.

- V. New Business
 - a. New Initiatives
 - i. What happens to unclaimed flex spending?- this will be routed to HR/benefits committee
 - ii. HR/Benefits is exploring care options.
- VI. Suggestions for the Good of the Order
 - a. Next week's meeting's location is TBD
- VII. Adjournment 12:55 PM

Next Meeting: May 21, 2013