



# STAFF COUNCIL

## MEETING MINUTES

June 4, 2013

**Time& Location: 11:30 AM – 1:00 PM, Butler Conference Room**

**Members Present:** Matteo Becchi (Chair), Adell Crowe (Co-Chair), Kat Mirance (Secretary), Lena “Josie” Armentrout, Emily Curley, David Fletcher, Sarah Goldberg, Elizabeth Komoroski, John Mayhan, Rachel Leshner, Dori O’Donnell, Jawee Perla, Celina Ryan and Tara Sabbagh

**Absences:** Gerick Allen, Helen Lee, Kevin Mason, Anna Olsson and Kristen Sorensen

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- I. Call to Order & Roll Call 11:38
- II. Jennifer Baron
  - a. June 1: merge of Disability Support Services and Academic Support- now one stop shop for academic support
  - b. Their purpose is to serve students but do work with staff on certain issues.
  - c. The best relationship for us to maintain with them is to work together to make sure that if we are aware of any issues on campus, they are relayed to their office. Also, we should be making sure that all of our communication/activities are accessible for ALL staff.
- III. Approval: Meeting Minutes from May 21<sup>st</sup> Meeting- Approved
- IV. Approval: Meeting Agenda - Approved
- V. Current Business
  - a. Sharepoint orientation/crash course- moved to next cycle
  - b. Constituency districting
    - i. Move to our next meeting
    - ii. Status update:
      1. Are we as accessible of a resource as we can be?
      2. There are departments completely missing from our reach
      3. 77 staff members per council rep
        - a. Would be ideal to keep departments within the same division

4. Celina and John have a new list... the new list is now 18 groups plus WCL that groups departments together
  5. This is help how we build report with the groups across campus
  6. A script has been developed to assist in what to say when you meet with your constituency groups; you will also have a form for them to complete- how to communicate with them. Provide them with information on Staff Council
  7. Concerns:
    - a. Part time staff
    - b. Communication tactics
    - c. Turnover-when a council member leaves, the district will be taken over by whoever takes on their position
  8. Next meeting-one pager will be provided and the districting will be voted on
    - c. July 2<sup>nd</sup> Meeting Motion to cancel- approved
    - d. End of Year Happy Hour- Tuesday, June 18<sup>th</sup>
- VI. New Business
- a. PMP-what are the responsibilities or qualities that determine that payband someone should be in...there is no transparency
    - i. Currently working on payband assessment/realignment
    - ii. Ad
    - iii. additional band will be added and zones will be added to make sure that positions are getting paid market value
    - iv. Brenda Harner and Sheila Way are good resources
  - b. Is there a standard minimum space requirement for staff? Faculty are contractual and get space based on that There should be a minimum acceptable space for all staff

Loan Repayment...Loan forgiveness is not a program offered at AU- is this something we would be interested in investigating? This falls into the same area as Tuition Remission; could be grouped into that conversation with HR.

- VII. Suggestions for the Good of the Order
- a. Thanks for the Media Swap and Professional Clothing Drive
- VIII. Adjournment 1:07PM

*Next Meeting: June 18, 2013*