



# STAFF COUNCIL

## MEETING MINUTES

Tuesday, August 16, 2011

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

**Members Present:** Matteo Becchi (Co-Chair), Nicole Schoeb (Secretary), Gerick Allen, Lena “Josie” Armentrout, Jim Asendio, Kimberly Bush, Adell Crowe, Emily Curley, Sarah Goldberg, Rene Kauder, Laura Larrimore, Celina Ryan, Kathryn Tortorici, Nancy Welcome, Patricia Williams, Mark Winek

**Authorized Absences:** Scott Jones (Chair), Curtis Burrill, Shea Mulcahy, Wayne Wright

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### Approval of Meeting Agenda and Minutes of the Previous Meeting

The meeting began at 11:38am. The minutes of the July 19<sup>th</sup> meeting and were approved.

### Current Business

#### I. Current Business

##### a. Committee Updates

##### i. Service Committee—priority to get all service events on a university-wide calendar.

1. Media Swap Dates—Oct. 2<sup>nd</sup>, Kat; Jan. 11<sup>th</sup>, Emily & Shea; Apr. 11<sup>th</sup>, Curtis.
2. Winter Wear and Canned Food Drive—Nov. 2 & 9; Curtis working to get Fraternities and Sororities involved.
3. Prom Dress Drive will be happening again—no date set at this time.
4. Track Staff service hours with help of Center for Community & Engagement.
5. Opened the floor to suggestions for raising money:
  - a. Rene Suggested a Bazaar fundraising idea.

##### ii. Web and Communications

1. All committee members have taken Intro to Commonsport and Intermediate Commonsport training.
2. Meeting minutes are uploaded to Staff Council website.
3. Staff portraits next week.

##### iii. Diversity Committee

1. Meeting scheduled with Dawn from HR for next week.

##### b. Staff Council Shirts

- i. Several shirt options, with men and women’s fit, ranging from \$5-22.
- ii. WONK T-Shirt can be designed at anytime for \$5-7/shirt.

##### c. Halloween Event—Kimberly Bush reporting

- i. Will be held October 30th from 4-8pm; asking for volunteer help from Staff; space has not been solidified at this point; more information to come.
- ii. Staff Council can help with marketing, volunteering, and donating time.

##### d. Computer Event

- i. Waiting on information, will keep the council posted.

##### e. Staff Council Survey Update

- i. Matteo, Scott, and Nancy revising questions; meeting on Sept. 13<sup>th</sup> with Institutional Research; will share with the council updated survey questions after Sept. 13<sup>th</sup> meeting.

##### f. Fall Luncheon

- i. Scott is working with Sarah Bayne to solidify date and time.
  - g. HR Inclusion/PMP Survey
    - i. Matteo synthesizing all comments in order to implement findings over the next year; there could be more opportunities for additional feedback in the future.
  - h. Smoking Webinar
    - i. Matteo attended on behalf of Staff Council.
    - ii. Very interesting national webinar with schools who have gone smoke-free.
- II. New Business
  - a. Nancy following up with the council about promotion within AU
    - i. There is no official policy; the action is always to hire the best person for the position.
    - ii. If HR sees an employee has applied for several jobs within the university, HR will reach out to the staff member and inquire about what they are looking for, and then hopefully place them within AU.
    - iii. Over next year, there will most likely be a formalized policy released related to this issue.
  - b. Emily—Sustainability Team
    - i. The team will be more focused on faculty and curriculum; for now, there will be no need for a representative from Staff Council.
    - ii. Team rolling out Staff Green Office Program; potential SC future involvement.
- III. Suggestions for the Good of the Order
  - a. Flex schedule and week between Christmas & New Years—clarification of policy.
  - b. Kimberly—can Staff Council members have a “Staff Council” signature to send out at the bottom of emails to constituents.
- IV. Adjournment—12:18pm.

*Next Meeting: September 6, 2011*