



# STAFF COUNCIL

## MEETING MINUTES

Tuesday, August 2, 2011

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

**Members Present:** Scott Jones (Chair), Matteo Becchi (Co-Chair), Nicole Schoeb (Secretary), Gerick Allen, Lena Armentrout, Jim Asendio, Curtis Burrill, Adell Crowe, Emily Curley, Sarah Goldberg, Rene Kauder, Laura Larrimore, Shea Mulcahy, Celina Ryan, Kathryn Tortorici, Nancy Welcome, Patricia Williams, Mark Winek

**Authorized Absences:** Kimberly Bush, Wayne Wright

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

The meeting began at 11:40am. The minutes of the July 19<sup>th</sup> meeting were approved with the following changes:

- The Diversity Committee is co-chaired by Patricia Williams and Jim Asendio.
- The Staff Council logo on agendas and minutes will be updated.

### Current Business

#### I. Current Business

##### a. Constituent assignments:

- i. Nicole Schoeb—Graduate Studies & Research
  - ii. Celina Ryan—Office of the Provost, Office of the Registrar, Academic Administration, and Office of Academic Affairs
  - iii. Emily Curley—CAS, Office of Institutional Research, and American University of Nigeria
  - iv. Rene Kauder—KSB
  - v. Mark Winek—SPA and Library & CTRL
  - vi. Sarah Goldberg—SIS
  - vii. Adell Crowe—SOC
  - viii. Gerick Allen—WCL
  - ix. Josie Armentrout—Undergraduate Studies
  - x. Laura Larrimore—Washington Professional Development Program, VP & General Counsel, and University Communications & Marketing
  - xi. Patricia Williams—Office of Enrollment
  - xii. Curtis Burrill—Office of Campus Life
  - xiii. Wayne Wright—VP Finance and Treasurer
  - xiv. Jim Asendio—Office of the President and Chief of Staff
  - xv. Kat Tortorici—Athletics and VP of Development & Alumni Relations
- b. Staff Council Polo—Rene and Nancy will be exploring new options and designs.
  - c. Service Initiative Update—seeking a way to encourage staff to participate in service initiatives, including potential staff incentives.
  - d. Halloween Event—keeping this on the agenda while we wait for more information and feedback.
  - e. Computer Event—Adell discussing logistics with the service committee.
  - f. Staff Council Listserve—we will be setting up a listserv for current staff members only, in addition to the listserv that any former staff council member can choose to be a part of.
  - g. Staff Council Survey Update—re-working the survey to deploy in the next few months.
  - h. Inclusion Survey Results—results from this HR survey have not been widely distributed, but instead shared with leadership of the university and departments; Diversity Committee Chairs—should reach out to Dawn DePasquale in HR.

- i. Website updates—dates for meetings and minutes have been uploaded; working on updating profiles over next few weeks; once site is active, we will be directing staff members to the website directly for any questions or inquiries.
  - j. Fall Luncheon—on our radar and will be held somewhere around November.
  - k. Educational and Social Activities Committee—Rene elected chair; Nancy, Nicole, Shea, and Kat are committee members.
  - l. PMP Survey—take the next two weeks to review results.
  - m. Smoking Webinar—Matteo will be attending this coming Wednesday representing SC.
- II. New Business
- a. New Initiatives
    - i. Adell—promotion within the university; Nancy will look into the issue and bring back information to the council.
    - ii. Jim—would like PMP merit information sent to managers.
    - iii. Jim—phone service issues over the last few weeks; was not any notification to staff directly from OIT.
    - iv. Clarification regarding flex-schedules needed.
- III. Good of the Order
- a. If you have any changes to your nametags, please send Nicole an email directly.
  - b. Dining Services Committee—two SC names have been sent to the committee.
- IV. Committee Meetings—try to meet at the end of the meeting; if not, contact your chair.
- V. Adjournment—1:03pm.

***Next Meeting: August 16, 2011***