MEETING MINUTES  
Tuesday, January 17, 2012

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

Members Present: Nicole Schoeb (Secretary), Matteo Becchi (Co-Chair), Lena “Josie” Armentrout, Jim Asendio, Emily Curley, David Fletcher, Sarah Goldberg, Rene Kauder, Laura Larrimore, Shea Mulcahy, Nancy Pearson, Celina Ryan, Kathryn Tortorici, Patricia Williams.

Authorized Absences: Scott Jones (Chair), Gerick Allen, Curtis Burrell, Adell Crowe, Dori O’Donnell, and Mark Winek.

Approval of Meeting Agenda and Minutes of the Previous Meeting
The meeting began at 11:40am. The minutes of the last meeting and current agenda were approved.

Current Business
I. Current Business
   a. BOT February Report—Due by January 20th to Scott.
   b. Service—timing of upcoming events.
   c. Planning ahead for elections, Scott needs several council members to assist in the pre-elections process: Laura Larrimore, Kat Tortorici, Sarah Goldberg, and Matteo Becchi will assist.
      i. Question asked regarding campaigning during the elections—there are no rules in our Bylaws prohibiting campaigning.
   d. Update on the E-waste Drive committee
      i. Hallie Porter will be taking this idea on because the Purchasing Department has been thinking about a similar concept; the department is in the midst of creating a Craigslist-type website.
      ii. Support Services will be assisting with the picking up and dropping off of items, whenever the site goes live.
      iii. Laura—will be following up with Hallie on the platform that will be used for this site.
      iv. Currently Staff can email ausupport@american.edu to pick up E-waste items.
   e. Service
      i. Book & Media Swap—February 8th in Bender Arena Lobby (9am-2pm)
         1. Items we do not collect—magazines, textbooks, & academic journals.
         2. Flyers for advertising—Emily is going to handle the coordinator on the day of; Curtis will be handling the advertising.
         3. Sign-Up sheet went around with the following staff volunteering—
            a. 9:00-10:00am—Kat & Emily
b. 10:00-11:00am—Matteo  
c. 11:00am-12:00pm—Nancy  
d. 12:00-1:00pm—Jim  
e. 1:00-2:00pm—Josie & David  

ii. Prom Dress Drive  
   1. March 22, 23, 29, 30—Collection Dates.  
   2. Council will staff a table prior to spring break..  

II. Good of the Order  
   a. Recyclemania will be starting again this semester.  
   b. Question asked regarding MLK Day of Service and how many staff members are currently signed up.  
      i. We do not currently know the numbers.  
      ii. Laura will send out the MLK flyer to send to constituents..  
   c. Staff Council Facebook Page  
      i. Periodically run an announcement in Today@AU and there are usually one or two “likes” of the page.  
   d. OIT Updating Commonspot  
      i. While this update is happening, you will not be able to update the AU website for an entire week (most likely happening the last week of February); if OIT ends up behind schedule, the update will occur during Spring Break.  
      ii. As this gets closer, we will need to let our constituents know.  
   e. Question about when the old website will be offline.  
      i. Currently OIT does not know when the site will be officially offline.  
   f. LMS—system will be going live on February 6.  
      i. Will freeze the domino training registration on February 3 & 4, in order to complete the migration..  

III. Adjournment at 12:13pm.  

Next Meeting: February 21, 2012