MEETING MINUTES
Tuesday, September 20, 2011

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

Members Present: Scott Jones (Chair), Nicole Schoeb (Secretary), Matteo Becchi (Co-Chair), Gerick Allen, Lena “Josie” Armentrout, Jim Asendio, Curtis Burrill, Adell Crowe, Emily Curley, Rene Kauder, Laura Larrimore, Dori O’Donnell, Celina Ryan, Kathryn Tortorici, Nancy Pearson, Patricia Williams, Mark Winek

Authorized Absences: Sarah Goldberg, Shea Mulcahy,

Approval of Meeting Agenda and Minutes of the Previous Meeting
The meeting began at 11:41 am. The minutes of the last meeting and current agenda were approved, with additions.

I. Current Business
   a. Terry Fernandez (OIT)
      i. Senior Director of Customer Service and Support for OIT, presenting upcoming changes with OIT and wanted to solicit feedback.
      ii. If there is a campus outage, and expected to be out for 30 minutes or more, OIT sends out a notification to the campus; automatically will post to the new AU portal login page.
      iii. How long will the old portal be operating? No timeline for how long the link will be visible.
      iv. There is a feedback link on the new portal login page.
      v. Issues discussed: old AU portal; AU internet connection; Datatel; R25; Eagledata; Avaya messaging; Today@AU.
      vi. Direct questions or suggestions to OIT via: Status page (Status@american.edu); AU portal (myau.american.edu); phone @ x2550; Status line x3535.
      vii. For next Staff Council newsletter—council would like OIT announcements or news.
   b. Committee Updates
      i. Service committee meeting after this meeting.
      ii. Web communications committee—make sure you get your picture taken before you leave.
   c. Staff Council Survey
      i. Hoping it will be ready for October 3-7.
      ii. Once questions are finalized, Scott, Nancy, and Matteo will contact the departments certain questions are associated with to verify questions.
      iii. Suggestion made to have a question regarding expanded shuttle options to AU office buildings in the Tenleytown area.
      iv. Questions approved by the council; entrusting Scott, Matteo, and Nancy to make any necessary potential changes.
   d. Staff Council Shirts/Nametags
      i. Nametags—approved by council.
   e. Book/Media Swap, 10/12
      i. Kat is in charge; need volunteers—will send out an email.
      ii. Drop-off is 9-12; pick-up is 12-2.
   f. Halloween Event
      i. Removed as a staff council initiative.
   g. Computer Event
      i. Removed as a staff council initiative.
h. Fall Luncheon, 10/24
   i. October 24—Rene taking charge on developing the menu.
   ii. Party Planning Committee will work on planning this event.
   iii. Clawed the Eagle will be at the Luncheon—welcoming staff and helping the HR Wellness Initiative pass out information.
   iv. Survey results—we can present these results to staff members and speak about our plans for the survey.
   v. Photography request for Jeff Watts; we will need to be there at least by 11:00/11:15am.
   vi. Contact faculty senate about inviting the chair to the luncheon.
   vii. Will create a mass communication to send out and RSVPs will be requested.
   viii. Powerpoint at the luncheon.

i. Flex Schedule Update
   i. Scott will pull info off the HR website and send out to active council.

j. US News Ranking
   i. AU is ranked #82 in the country, tied with six schools; last year tied ad #79 with five schools; overall, AU is doing better on individual ratings.

k. Staff Bazaar
   i. HR—Conflict of interest if AU staff used AU property to sell personal merchandise.

l. Introduction of Dori—will be on the service committee and the diversity committee; will need to get her profile and information posted for the website.
   i. Add to active staff council listserve.

m. Kimberly Bush stepped down; Wayne absent, will probably vacate seat. (double-check their constituents)

n. Faculty/Staff Basketball game—October 11
   i. Make sure this information is sent to the Faculty Senate.
   ii. Help to promote through our constituents.

II. New Business
   a. No New Initiatives

III. Suggestions for the Good of the Order
   a. AU Sustainability Link Application--
      http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=3028191

IV. Adjournment—meeting adjourned at 12:59pm.

Next Meeting: October 4, 2011