Staff Council Meeting
Minutes – December 12, 2012

I. Call to Order
The meeting was called to order by Stephanie Fors, Staff Council Chair, at 1:30 p.m.

II. Approval of Minutes
Minutes from October 2012 were approved.

III. Treasurer’s Report
Weslie reported on the two Staff Council accounts.
A. Friends of Staff Council (account 211018-100000-80) has a balance of $1,322.47.
B. Operating Budget (account 140100-100004-60) has a balance of $3,501.04.

IV. Presentation
Jacob Chandler discussed new proposed workflow software.
A. IT is working on utilizing a new product called Perfect Forms for forms that cannot be programmed in Banner.
B. Currently working with Payroll, Controller’s Office, and Enrollment Management.
C. Can contact Jacob for suggestions.
   • IT is currently working on creating a website for the President’s Office for sharing information.
   • The program can be found at www.perfectforms.com
   • The program allows approval queues.
   • Jacob will bring back a demo for Staff Council.

V. Chair’s Report
A. Stephanie thanked the members who participated in the City of Huntsville Focus Group on 11/29/12.
B. The E-board will send a Thank You note to the President for the Holiday Party she hosted for Staff Council.
C. Stephanie announced that a letter of support of the idea of the Food Pantry Project was delivered to Kelly Stuckey.
D. Stephanie reported that $150 was collected and presented to the Calvary Baptist Children’s Choir Program, in memory of Dorothy Roberson.
E. Proposal of a Stock the Pantry, people and pets food drive, to be after the holidays.
   • Kaley proposed Valentine’s Day as the date.
   • Julie and Wally will organize the event.
F. Stephanie requested ideas for topics Staff Council would like for an HR representative to discuss regarding the health care benefits and changes that went into effect September 1, 2012. Presentation will be made in the January meeting.
G. Proposal of supporting “Dress in Blue” day for Colon Cancer Awareness in March.
   • Suggested to give some kind of pin or sticker for those who may pay to wear jeans or some kind of blue clothing item.
H. Would like suggestions for Nominations & Elections Committee members for the January 2013 meeting.

VI. Committee Reports
A. Administrative Issues: did not have anything to report.
B. Campus Enhancement: did not have anything to report.
C. Special Events:
   - Julie reported the Halloween Breakfast was a huge success.
   - Julie thanked Jaice for all her hard work on Spotlight on Staff and stressed how important it is and how it really does make a difference.

D. Staff Development:
   - Customer Service event had over 100 participants.
   - Upcoming Stress Management event will give away a 30 minute massage to one of the attendees.
   - Will have a wellness event in February.

E. Professional Development:
   - Will offer different topics all day instead of repeating in the afternoon.
   - Will have a kick-off breakfast.
   - Theme will be “Pulling Together With Purpose”
   - Still seeking topic ideas.

VII. Announcements
A. Encouraged members to vote for Willie Fritz – Coach of the Year at [http://coachoftheyear.com](http://coachoftheyear.com).
B. The deadline for Annual Fund contributions has been extended to Monday, December 17th.
C. Reminder of the upcoming Stress Management Seminar on December 18th, 2-4pm, LSC 304.
D. Kristy also encouraged participation in the Kudos and Thanks program.

VIII. Adjournment
The meeting was adjourned at 2:15pm.

Minutes prepared and submitted by:
Mandy Carrell