

Staff Council Meeting

September 8, 2010

I. Call to Order

The meeting was called to order by Kristie Kelarek, Staff Council Chair, at 1:30 p.m.

II. Minutes from August 2010 Meeting

Minutes from the August meeting were available for review. A member moved to accept the August minutes; the motion was seconded; and a unanimous vote carried the motion. Minutes will be provided in electronic format in the future, as well as be available in the Staff Council folder on the T: drive, which had been updated with the recent membership changes.

III. Committee Reports

Committees were assigned; with the start of a new SC year, no reports were available.

IV. Chair's Report

A. Committee Assignments. Assignments were handed out. In distributing membership, the Executive Board really tried to accommodate first or second requests, and to keep folks in the same offices on different committees. Kristie asked that the committees meet briefly after the meeting today to determine the Chair. Committees do need to meet prior to the next Staff Council meeting. From the surveys sent out, possible charges to the committees were prepared and available – not to tackle everything, but to have starting points. The Council discussed some of the specific topics on the list.

B. Surveys. Responses have been compiled and the results are available in hard copy. The Council did not discuss any individual responses at this time.

C. Donation to Gaertner Presidential Endowed Scholarship. The donation of \$250 was submitted on behalf of all University staff; an appreciation letter was received.

D. Retirement Card and Thank You Note. Both items were sent to Dr. Gaertner.

E. Staff Council Accounts. Both Staff Council Accounts were consolidated under the President's Office to eliminate future confusion with changing of leadership on Staff Council.

F. Website & FAQs. The Communications Committee will be asked to take the lead on updating these items.

G. Bylaws Review. Instead of waiting to the end of the year for this item, Kristie suggested that the Administrative Issues Committee start that review; Kristie has the suggestions from last year that were never voted on, in case they should be reconsidered.

H. Newsletter. Former Chair Kayla Stephenson's Yearly Recap (09/03/10) should have been distributed to all staff. We may try to resurrect a more regular newsletter, possibly even through the Communications Committee.

I. Spotlight on Staff September Nominations. Turn these in to the PR Committee Chair (once determined) or to Kristie.

J. State Employees Charitable Campaign (SECC). This kicked off September 1. Encourage employees to donate to our Friends of Staff Council Account (#321-20-0328); these are rollover funds.

V. Treasurer's Report

Bonnie Ponce addressed the budget (with printouts available); balances as of today area as follows:

A. Regular account balance should be \$5000 with the increase approved by President Gibson, but Accounting had not closed out last year. Bonnie will continue to track.

B. Friends account balance is \$733.40

VI. New Business

A. Staff Council Events for FY 2011. The Committee discussed at length possible events, whether to hold multiple smaller events or one large event, issues with holding multiple events; logistical issues (such as securing the LSC); invitations & marketing of events; etc. After much deliberation, the Council consensus was to:

1. Hold multiple events, although a specific schedule was not developed;
2. Consider special marketing like a candy bar or bag of popcorn for some events;

3. Possibly create a venue for discussion of events so that the meetings can be used for other business;
 4. Hold an icebreaker in the PAC lobby in late October. The PR Committee will research dates;
 5. Co-host a fiscal matters program with the Money Management Center in October/November (Kristi Vienne to research);
 6. Host a Christmas open-house-type event in conjunction with the LSC on December 1; and
 7. Possibly partner with Recreational Sports for a wellness or fitness program in January 2011;
- B. Service Project.** Toys for Tots toy drive in conjunction with the LSC Open House / Staff Council event was somewhat the consensus.
- C. Committee Chairs.** The Executive Board would like to meet with the Chairs in the next few weeks. We'll coordinate that meeting by email.
- D. Staff Council Free-standing Banner.** After some discussion, a motion was made to purchase one of these banners for SC events (Susan Hayes); the motion was seconded (India Love); Lori Proctor will have the graphic department work on a design; the cost should be approximately \$250-300.
- E. Staff Council Luncheon with President Gibson.** This is tentatively scheduled for September 22 at noon in the Peabody Library for all Staff Council members. You should receive an invitation.
- F. Questions to Staff Council and Committee Assigned to Address:**
1. Specifically, Energy Conservation Day (Administrative Issues) – many are unhappy about having to use vacation for a mandatory day off; this issue is one at the State level because of funding issues. Other institutions have as many as eight such days; we have only one. This may be a good example of something we could add to our FAQ page.
 2. Generally, review the possible charges prepared for each committee; meet and discuss; bring back your ideas at the next Council meeting.

VII. Announcements

- A.** Parking permit cost. UPD does not set the price; those are established by a President-established committee.
- B.** Feedback from staff to President. Need to decide on a meeting date to which to invite President Gibson for a forum per our by-laws and to show staff that we do voice their concerns.
- C.** Due to the weather, the staff photo was postponed until the next regular meeting.

VIII. Adjournment

Meeting was adjourned at 2:30 p.m.

Minutes prepared by:
Stephanie Brim