

Staff Council Meeting Minutes – December 12, 2019

Attendance – 7 meeting since June 2019

2019-2020 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2019
Broughton Kendra	2020	EEO 5-7	Y	4
Castagnetta, Tamara	2021	EEO 3	Y	7
DePue, Brooke	2020	EEO 3	Y	6
Eller, Ashley	2020	EEO 4	Y	6
Fisher, Nanna	2020	EEO 3	Y	6
Galloway, Carolina	2021	EEO 1	N	2
Hall, Ronnie	2021	EEO 3	Y	3
Johnson, Brandon	2020	EEO 5-7	N	1
Kotara, Rick	2020	SSC	N	0
Lucero, Leroy (Riggs, Cindy)	2020	SSC	Y	4
Mayo, Jeff	2020	EEO 4	Y	7
McKinley, Steven	2020	SSC	Y	6
Melcher, Dana	2021	EEO 1	Y	6
Pacheco, Brandy	2020	EEO 4	N	4
Palmer, Barbara	2020	EEO1	Y	4
Paschel, Alyssa	2021	EEO 3	Y	6
Reagan, Michael	2020	EEO 3	Y	5
Rosales, Misael	2020	SSC	Y	6
Seymour, Max	2019	Ex Officio	N	5
Stocker, Betty	2021	EEO 4	Y	4
Sulik, Jeff	2021	EEO 1	Y	6
Wilson, David	2020	EEO 3	Y	6

1. **Call to Order** – David called the meeting to order at 2:03 p.m.
2. **Review/Approval of Minutes from previous meeting**, November 14, 2019
 - a. Brooke motioned for approval with amendments, and motion seconded by Michael - Minutes approved with amendments
3. **Treasurer’s Report**
 - a. Review of report from November 15-December 11, 2019
 - b. Dana motioned for approval and motion seconded by Tamara – Treasurers report approved

4. Old Business

- a. Committee Mission Statement drafts were shared by the Spirit Committee, Staff Development Committee, Communication and Outreach Committee, Staff Appreciation and Events Committee and Treasurer and Scholarship Committee
- b. David asked that committee chairs send their final drafts of their Committee Mission Statements by January or February of 2020 so they can be added to the by-laws
- c. How to Binders: Nanna will change the g drive How to Binder folder names. If you do not have access to the Staff Council g drive email David

5. Staff Council Subcommittees

- a. Employee of the Month
 - i. Steve Sellars was chosen December 2019 Employee of the Month, schedule for Wednesday, January 8, 2020 from 2-2:30 p.m. in the hallway in front of the Board of Regents Room, OM317
 - ii. David suggested sending out email instructions to all University on how to nominate, in a “did you know” format with a web link to the Staff Council’s Employee of the Month page
 - iii. Ashley suggested interviewing former Employee of the Month recipients to get feedback to use on social media
- b. Staff Appreciation and Events
 - i. The gift wrapping game at the December 6, 2019 University Christmas Party was well received, visibility at the event needs work
 - ii. Carolina shared the draft of the committees mission statement to David via email
 - iii. Upcoming events:
 1. I Caught You Caring: February 10-14, 2020
 2. Staff Appreciation Day: something will be planned for March 6, 2020
 3. Snow cones: May 6, 2020
- c. Spirit Committee
 - i. Ashley will put the 134 pictures from the photo booth at the December 6, 2019 University Christmas Party on the g drive for use with social media
 - ii. Committee will work on refining mission statement and finding next event
 - iii. Kendra discussed being able to attend the University Christmas party as an office, David suggested discussing with Dr. Wendler during the January 2020 meeting
- d. Staff Development
 - i. Brooke discussed hosting a Second Cup open house once per quarter; David will ask the President’s Office for money for gift cards; Betty suggested using a Kuerig instead of regular coffee urns and Brooke will look into purchasing
 - ii. David will discuss finding a closet to store Staff Council items
- e. Communications and Outreach
 - i. Gained a few followers via University Christmas party
- f. Election
 - i. No changes or updates at this time

6. New Business

- a. David spoke with Dr. Wendler regarding the relaxed dress code and relaxed summer schedule, he is a supporter of both. David asked Staff Council to form new subcommittees to come up with proposals for each and have something to report to Dr. Wendler for discussion with him at the January meeting; Preliminary report due by February council meeting and be done by March meeting
- b. David called for volunteers for relaxed dress code subcommittee; volunteers were Tamara (chair), Dana, Alyssa and Barbara
- c. David called for volunteers for relaxed summer schedule subcommittee; volunteers were Jeff Sulik (chair), Michael, Brook and Ronnie

7. Final Comments from the President

- a. David thanked Ashley, the Spirit, Staff Appreciation/Events and Communication/Outreach Committees for their efforts at the University Christmas party
- b. Alyssa complimented the student staff that manned the photo booth at the University Christmas party

8. Announcements

- a. David reminded the Council that Dr. Wendler would be joining us for the January 2020 meeting and to think about topics to discuss with him
- b. Alyssa suggested a new Staff Council group photo for the website since new members have joined; Nanna will contact Rick Andersen for a new picture, possibly in January meeting to include Dr. Wendler
- c. Betty suggested posting coming and goings and birthdays on the Staff Council website, Nanna will check regarding getting that information
- d. Kendra is changing positions in her department, David will check if that changes the EEO category

9. Adjournment

- a. David adjourned the meeting at 3:00 p.m.

Next meeting is scheduled for January 9, 2020 at 2pm in *Buff Branding Room 12*
Respectfully submitted by Secretary, Jeff Mayo