

**College of Humanities and Sciences Staff Council**  
**Tuesday, October 17, 2017**  
**Hibbs Hall, Conference Room 308**  
**11:00-12:30pm**  
**MINUTES**

**Meeting called to order at 11:03am, by President – Will Moran**

**Members present:** Hayley Darwin, Cyndi Finefrock, Ron Lloyd, Corey Martin, Will Moran, Monique Morton, Kathleen Murphy, Pamela Williams (8 members)

**Members absent:** Michelle Carpenter, Elijah Christman, Jeannie Friedrich, Patrick Hurley, Dae Newman, Ginny Schmitz

Quorum met (8 out of 14)

Agenda sent out to members prior to meeting

**I. Remarks from Executive Committee**

- a. Welcoming Monique Morton as our new Vice President!

**II. Picture of Staff Council**

- a. Since many members were absent for meeting, decision was made to take a picture of the 4 Executive Committee officers. We will reconvene to take another picture with more of our members present.
- b. Discussion about Flyer and how need for a picture on it
- c. Discussion about wanting flyer to go out soon and before the end of semester.
  - i. Statement or highlights/slogan/detail or sentence or two from mission statement
  - ii. Link to Staff Council website, "GO" keyword, etc.
    - 1. Website Edits to go to Dae and then to Gregg Johnson

**III. Re: Staff Member of the Month**

- a. Will talked with Janelle and this is not a particular "spotlight" piece in the College Newsletter. It is based on a notable act or something significant recognized. No one has reported for a Staff member to be mentioned in this for a while.
- b. "Less noticed" weeks would sometimes get staff recognition in the past.
- c. Discussion on if anyone knows of someone in their department that deserves a notable/significant nomination to let us know. We want this to happen for our staff. We will then send to Janelle for the next step.

**IV. Outreach and Social Media**

- a. We want to purchase "Swag" for the council – pens, business cards, T-Shirts, etc. Other ideas are welcome.
  - i. Going through Sterling for final say and purchasing request for this. Approval may be needed through University Relations, but we are not 100% sure. We will be asking Sterling for direction so that we can get these fun things!
  - ii. Staff Council DOES have a Brand to use
- b. Facebook – Looking for someone who wants to run a CHS Staff Council Facebook page.
  - i. Details – flyer, spotlight staff, extra details, direct outlet to communicate and let staff within college to know what is going on.

**V. Updates from committees**

- a. Coaching – Working on turning this into a standing committee in amendments.

- i. Decisions on responsibilities of committee, how to decide membership. Discussion on timing whether this needs to be decided now or near end of the term instead.
- ii. Current Committee is okay with what they do. Will be including Ginny in on decision.

**VI. New Business/Open Floor**

- a. Planning ahead – the Tuesday, November 21 and Tuesday, December 19 meetings: discussion of meetings being cancelled. Both fall on weeks of holidays and many staff probably will not plan to be here.
  - i. Ron made a motion to push the November meeting back a week to have a meeting in-between Thanksgiving and Christmas breaks for our final meeting of year - making that last meeting of the year Tuesday, November 28<sup>th</sup>.
    - 1. Pam and Corey second/third motion, all in attendance voted in favor of this.
- b. Staff Forum – Will passed on information received to Don Young and he passed those questions off to Monste. We should hear about them at the Staff Forum: November 1.
- c. Discussion about Talent at VCU
- d. Brief discussion about attendance and Monique sending emails out to everyone to show how many meetings they have attended this term.
- e. After meeting adjourned – Executive Committee to take a few pictures.

**Important Date:** Wednesday, November 1 – Staff Forum.  
1:30-3:30pm in Students Common Theater.

**Meeting adjourned at 11:34am**

**NEXT MEETING:**

Tuesday, November 28, 2017  
11:00-12:30pm  
Hibbs Hall, Conference Room 308