

College of Humanities and Sciences Staff Council
Tuesday, May 16, 2017
Hibbs Hall, Conference Room 308
MINUTES

Meeting called to order at 11:05 a.m. by President, Michelle Carpenter

Members present:

Gail B. Canter, Michelle Carpenter, Hayley Darwin, Cyndi Finefrock, Amie Knapp, Corey Martin, William Moran, Monique Morton, Kathleen Murphy, Dae Newman, Ginny Schmitz, Pamela Williams

Members absent:

Agenda sent out to members prior to meeting

I. President's Remarks

- a. HAS Staff Council Email account (HSSCouncil@vcu.edu)
 - i. Discussion of 2017-2018 Executive Board assigning someone to be "email person." The idea is to utilize email for communication tool, to check, use, send emails. Will be given password and make sure email address is on website.
 - ii. HR would like to meet with someone on council Executive Board to discuss the kind of things we are handling, complaints, etc. Meeting with India for official announcement to the staff about council and mentoring (see further in agenda).
- b. Robert Rules of Order book given to Amie, 2017-2018 Vice President. President and Vice President of Staff Council should have a copy of this book.
- c. Reiterated comments about Dean Montse Fuentes being very on board with what we are doing in Staff Council. She is serious about the support she is giving and wants council to move forward in structure and profession.

II. Faculty Council Sit in/Hayley – updates?

- a. No updates at this time. Confusion and conflict on meeting location. Trying to sit in on the next Faculty Council meeting that will be held beginning July 1.
 - i. The goal is to have someone from Staff Council sit in on Faculty Council and vice versa. Staff Council to educate/give little speech on why we are here and try to recruit a faculty member to sit in on our meetings to see what we are about as well.

III. Staff Senate sit in/Pam, Amie – any changes?

- a. Pam to attend Staff Senate meeting this Thursday, 5/18. It was confirmed that she can freely attend without being a member (no vote in). Committed to attend Staff Senate meetings for one year to take notes, piggyback and find out what is going on. She may begin this process July 1 if preferred.

Other discussion:

HAS Email that went out about budget and raises, ratings, etc. for staff.

IV. **Website Update – Dae/Michelle**

- a. Updated members are on website
- b. Will be adding section for updated 2017-2018 New Executive Board Members
- c. Has mentoring list. Idea is to pull together a design for this and wait to post on website – will get India Urbach’s ideas/approval before posting. Talks of India wanting to attend our next meeting. (see below for additional information about mentor program)

V. **New Business**

- a. HAS Council Business Cards – update from Gail
 - i. Work on what could go on a card to make it stand out. Think of a slogan or something to draw attention. These will be given to new/current staff when they start working and/or interested in getting in contact with Staff Council.
- b. Ginny – Classified Staff Mentoring/Coaching Program – SEE HANDOUT
 - i. Handout made by Ginny – Information/answers, correspondence with India in red.
- c. Ad hoc committee formed: Ginny (Chair), Pam, Monique
 - i. **Work on mentoring program** and work with Dae for website information
 - ii. Discussed some examples of how PAs are not trained, how new staff are not trained on the day to day and what to expect, how, where, etc. on how to do their job. Explanations, timelines, how-to’s on actually how to do your specific job would be helpful.
- d. Gail – Welcome Packets: Waiting on organizational chart from Dean’s Office. Hope to start at the beginning of fiscal year. Welcome packet will include information about council, freebies, and other things for new hires.

VI. **Bylaws Ad Hoc Committee “Update on Progress” presentation of suggested changes/Amie (Chair), Will, Cyndi**

- a. Bylaws are still being worked through a bit. Lots to go over and lots to changes to make. Need to get rid of some stuff and start from scratch. Getting everything outlined and will have something by June.
- b. Goal to have done by June and to be voted on and then active in July (when new Executive Board officially takes over)
- c. Discussion on whether or not there needs to be a “Bylaws Representative” assigned to make sure we are governing correctly. Response to this question was similar and in agreement around the table. It was discussed that everyone should know the responsibilities on committee and council. It should be easier with updated Bylaws so that everyone can learn and be aware of what is expected. It is traditional for President to enforce Bylaws. If there is an overwhelming need for a representative moving forward, there will be a discussion in the future.

VII. Open Discussion

- a. Both Meetings in June will be kept and will be needed: June 6 and June 20
- b. HAS Staff Council Flyers Discussion
 - i. To be put in every building
 - ii. Need a design and money from Dean's Office for advertising
 - iii. Ad Hoc Committee formed: Kathy(Chair) and Dae
 1. Figure out design and writing, make informative
 2. Meeting location/times
- c. Discussion on Room after August 15th – Hayley to coordinate to keep conference room after this date
- d. Michelle trying to get approval for a lunch meeting – for first official meeting for July takeover

VIII. Closing

- a. Bylaws
- b. Website updates
- c. Staff Mentor Program Ad Hoc Committee formed (See handout)
- d. HAS Staff Council Flyers Ad Hoc Committee formed
- e. India Urbach – try to get her to come to next meeting

Meeting adjourned at 12:10 p.m. by President, Michelle Carpenter

NEXT MEETING:

Tuesday, June 6, 2017

11:00-12:30pm

Hibbs Hall, Conference Room 308