

H&S Staff Council Meeting Minutes
Thursday, July 24, 2014 @ 2:00PM
Hibbs Hall (900 Park Avenue), 4th Floor, Room 405

I. Attendees

Michelle Carpenter, Dorothy Booker, Gail Bartee Canter, Reena Jadav, Edith Allin, Morgan Balch, Andrea Moreau, Elizabeth Pishchalnikova, and Wanda Clary

II. By-Laws

- a. Reviewed and discussed edits (see attachment of updated By-Laws)
- b. Plan to revisit Committee section at next meeting
- c. Will not implement the roles of Staff Senate Representative (Jennifer Elswick) and Alternatives (Morgan Balch and Andrea Moreau) at this time; Will discuss these roles at later date

III. New Business

- a. Discussed the original mission statement of the council which was found to be the following:
 - “ To support staff members at the College by encouraging open and honest communication about concerns and issues and proposing and implementing solutions to these problems which could be communicated to the Dean.”
 - Examples of concerns or issues in the past included the following:
 - Rewards and recognition
 - Development and advancement
 - Salary and compensation
 - Fear of reprisal
 - Administrative effectiveness
 - Concluded that the only valid issues which can actually be resolved include the following:
 - Fear of reprisal – for attending meetings, training classes, events, etc.
 - Administrative effectiveness - defined as staff members who are not being heard and are not being taken seriously
- b. President’s Comments
 - Confirmed the motion to close the addition of new members at this time.
 - Confirmed that all discussions that take place at each meeting cannot be discussed after the meeting has been adjourned until the meeting minutes for that particular meeting have been submitted to all members
 - Discussed the following research findings of the history of the H&S Staff Council:
 - Perceived by peers to be a social club where their only accomplishment was creating the Spot Awards for Day-to-Day Excellence Recognition of Classified employees.
 - Historically, the council was not effective in resolving conflicts and issues and had a poor reputation since they were known to only complain about the issues of staff members instead of taking action.
 - Discussed the first order of business and concluded that it should include of the following :

- Concrete goals, plans, and solutions on how to promote individual staff from a top down approval system
 - A new policy where staff are able to approve of the appointment of their new Department Chairs
 - This would need to be addressed in each Department's By-Laws which take precedence over University policy
 - Promote positive presentation of staff members
- d. Gail Bartee
- American Heart Association – 2014 Richmond Heart Walk
 - Saturday, October 11, 2014 at West Creek Parkway; Superstar Breakfast at 8:30AM, Activities begin at 9:00AM, and Walk begins at 10:00AM
 - Request to sign up to become team leaders and represent each department at the College or to sign up to walk and/or make donations
 - www.richmondvaheartwalk.org
 - American Heart Association's Silent Auction
 - Wednesday, September 10, 2014 at 10:00AM to 4:00PM at Student Commons
 - Request to donate items for event
 - Contact Gail for more information

IV. Website

- a. Andrea Moreau appointed as the webmaster for the Staff Council

V. Assignments

- a. Brainstorm and prepare a brief proposal what our first order of business should be and make sure it includes the following requirements:
- Statement of a specific goal that addresses a particular conflict or issue
 - Outline of a plan or strategy and a description of the steps that can be taken to achieve this goal
 - Explanation of the benefits that will result from the resolution of this issue and achievement of this goal

VI. Announcements

- a. From now on, the time which our meetings will take place is 1:30PM to 3:00PM (instead of 2:00PM to 3:30PM) (See attachment of updated meeting schedule)
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**Roster of Members, Officers and Alternates
Plus Email Contact Information**

Name	Department	Email
Michelle Carpenter, President	Mathematics & Applied Mathematics	mcarpente4@vcu.edu
Dorothy Booker, Vice President	Dean's Office	djbooker@vcu.edu
Gail Bartee Canter, Treasurer	Dean's Office	dgbartee@vcu.edu
Reena Jadav, Secretary	African American Studies	rjadav@vcu.edu
Jennifer Elswick	Psychology	jlelswick@vcu.edu
Edith Allin	Chemistry	emallin@vcu.edu
Rhea Miller	Chemistry	rmiller3@vcu.edu
Andrea Moreau	Chemistry	moreauaj@vcu.edu
Morgan Balch	Dean's Office	mewood@vcu.edu
* Elizabeth Pishchalnikova	World Studies	edpishchalni@vcu.edu
** Wanda Clary	Dean's Office and STS (Science Technology, and Society Program)	wclary@vcu.edu

*added to Staff Council Roster 7/2/14

**added to Staff Council Roster 7/24/14