

**College of Humanities and Sciences Staff Council**  
**Tuesday, February 27, 2018**  
**Founder's Hall, Conference Room 101**  
**11:00-12:30pm**  
**MINUTES**

**Meeting called to order at 11:05am by Staff Council President, Will Moran**

**Members present:** Joanne Biggs, Michelle Carpenter, Hayley Darwin, Cyndi Finefrock, Jeannie Friedrich, Ron Lloyd, Corey Martin, William Moran, Monique Morton, Kathleen Murphy, Dae Newman, Pamela Williams

**Members absent:** Patrick Hurley, Ginny Schmitz

Quorum met. (12 out of 14)

Agenda sent out to members prior to meeting

Handouts: Packet from Michelle, "Top 10 Ways to Celebrate Administrative Professional's Day!"

**I. Remarks from Executive Committee**

- a. The past few minutes for meetings will be sent out soon for approval via email.

**II. Staff Council Budget and Expenditure, continued**

- a. Flyer: We need to set aside money for this purchase – printing at Wythken.
  - i. Need to place flyer where staff will see, send out in an email, distribution list
- b. Need to spend – IDEAS
  - i. Event for all Staff discussed (concern about food and other, can't spend budget on food)
  - ii. Workshop, Development, Office of Continuing Professional Education
  - iii. Michelle – Handouts and ideas on how to spend money on staff
    - 1. Celebrate Administrative Professionals Day – handout provided "Top 10 Ways to Celebrate Administrative Professionals Day!"
    - 2. A look from our prospective, recognize Administrative Professionals
    - 3. Idea about ordering a Book about Professional Development
      - 1. Having a gathering, everyone brings their own lunch and we give the book out to staff in attendance
    - 4. Idea about Portfolio – Courtesy of CHS Staff Council
    - 5. Supplies, pens?
    - 6. Guest Speaker
  - iv. All ideas are open for next year. We can make more happen in the next year, but need to find ways to spend the current budget.
  - v. Executive Committee to meet extra to conclude this issue.
  - vi. Idea to start next month – Email to help support people go to conferences they would like to attend. Provide "x" amount of support.
- c. As soon as confirmation for next year's budget is received, go to Deans with ideas for concrete plans, show intention, and move forward with a plan. Show that we do not want to drag our feet.
- d. Discussion about a Budget/Support committee.
  - i. Joanne, Cyndi, and Hayley(?) agreed to be on.
    - 1. Plans for moving forward with our budget and how to use it.

**III. Updates from committees**

- a. Social Media – Jeannie and Dae
  - i. Jeannie talked with Janelle and Gregg
    - 1. Clarification on group Facebook page for Staff vs. Students public page

- 2. Next step: accessibility?
    - ii. Given go ahead, leave with accessibility with Jeannie for now. 2 Admins discussed to avoid tracking down information/password for the future.
    - iii. Any additional social media?
- b. Discussion about T-4 launching and once it does, more freedom with our Staff Council website
- c. Coaching Committee – Ginny, Monique, Pam
  - i. Discussion about how Dean Fuentes is happy with it. Not hearing a little of feedback is okay, because it is there and in place if staff need it. Knowing it is available is going really well so far.
- d. Support Committee will be new for next meeting.

**IV. New Business/Open Floor**

- a. Will: Meetings with Dean Fuentes and Dr. Young
  - i. Discussion about how to include Staff Council in governance structure in the college. (Faculty Council is structured in)
    - 1. If policy for something changes, discussion about coming to us for input first
    - 2. Beneficial: Council giving input on College policies and feedback
      - a. Example: eVA being replaced in Fiscal Newsletter, but where else are these things seen or put?
- b. Discussions about New HR Redesign.
  - i. College Staff have same issues, concerns
- c. Discussion about an Open Forum for All Staff Concerns held by Staff Council.
  - i. Commons room (fee?)
- d. Staff Awards
  - i. Council cannot use budget to contribute monetarily to the awards
  - ii. Bring flyers to the Awards Ceremony for exposure
- e. Invite all Staff to an Open meeting. Discuss for next meeting or discuss at next meeting for Council Meeting in April
- f. Mid May – Elections
  - i. Inform Staff in an Open meeting and/or forum if they are interested to be on Council.
- g. Discussion about past Staff Council Binder/Book from Michelle with past comments to use for present and the future.

**Meeting adjourned at 12:16pm**

**NEXT MEETING:**  
 Tuesday, March 20  
 Hibbs Hall 308