

Staff Council Meeting

Wednesday, November , 2012

In Attendance:

Shelly Merrick, Chair (President's Office/Academic Affairs) – First Term
Tracy Gregory (Business & Finance) – Second Term
Carly Hallman (Advancement) – Second Term
Jessica Weaver (Business & Finance), Vice President – Second Term
Angela Stork (Student Affairs- First Term)
Rebecca Carroll (Human Resources)

Not In Attendance

Joe Peny (Business & Finance) – First Term
Jennifer Incorvaia (President's Office/Academic Affairs), Treasurer – Second Term

Also in Attendance

Dr. Linda Bleicken, University President

Shelley called the meeting to order at 8:38 AM

Shelly welcomes Angela Stork on board. She also welcomes Dr. Bleicken to the meetings and thanks for her involvement.

Shelley asks for approval of minutes. Jessica move to approve them. Tracy seconds. October minutes were unanimously approved.

Committee Reports

Staff Development- Shelley reported on behalf of Tracy that, due to an unexpected family loss, Tracy will be stepping down as chair but would still like to help on the committee whenever she can. We will need to find a new chair for this committee. The next Nov LnL will be: how to stay a business; Dec: How to over come anxiety; Jan: letting go of things that hold you back; Feb: cooking; March; motivational speaker; April: improving your memory; and May: the impact of attitude on work and life.

Outreach & Special Events- SC's involvement with Toys for Tots is underway. We have assisted with distributing the boxes around campus, and will soon create marketing and promotional materials to get the word out. Also, we will be meeting today to discuss the upcoming Holiday potluck and donation drive. In addition, Shelley and Carly will meet next week to discuss spring initiative of Matthew

Freeman Project. Carly reported that the business plan for the Matthew Freeman Project is evolving due to the current economic and war situation, so she will be in talks with Lisa Freeman to discuss how Armstrong can be a partner for them moving forward.

Fundraising- (Jennifer was absent from the meeting so there was fundraising report. She will be sending this report later.)

Communications- The website has been updated with a new interest form. An email was also sent out promoting this interest form. Also, a communication and marketing plan is being formed to promote both Toys for Tots and the upcoming Holiday Potluck and Donation Drive.

Elections- The committee recently had to fill two vacant seats. Election process went smoothly considering it was Jessica's first time. Jessica reports that it wasn't perfect but she had great help and it worked out well. She had a lot of interested in the nomination and had several nominations from both divisions. Upcoming... Robbie has resigned because of his move, so this means we have to have a special election to fill his empty spot in academic affairs.

Bylaws ad hoc committee- The committee expects any changes to the bylaws to have feedback and investment by the whole council. Jessica discussed potential timing and changes. Shelley and Jessica decided that a workshop to review and analyze the bylaws would be beneficial. There were suggestions to include John Kraft and Lee Davis in this workshop as consultants.

Old Business

Employee Hardship Fund- Rebecca provides a close-to-final draft. Legal has reviewed the document. The team has also consulted Advancement for their input. Rebecca noted that same sex partner is being added to the definitions section. Also, the amount listed in the "fund amount" section (page three, bullet four) will be tweaked, as well. Rebecca asks for feedback prior to sending it to president cabinet. Jessica asked via Coreen if the full staff will be able to see this before sending to PC. Rebecca confirms that is not council protocol, but we can decide to do that if we want. Rebecca asked bill Kelso if he

would consider reaching out to a few donors and getting a seed to start the fund. Send any comment to Rebecca by 14th.

Staff Website- Shelly needs update on which staff members are on which committee. Send to her by Nov 14th.

Laptop Update- Rebecca is working with Dr. Heaston to determine where the laptop purchase needs to be funded from. Since the council only uses the device for Lunch n Learns, they have determined that it should be pursued out of HR and used by an HR employee, then made available to the Lunch n Learn committee when necessary.

Fall Staff Assembly Report (Oct 24, 2012)- Shelley reported that we had 30ish people present and 17 people attending online. Shelley would like to see more people present next time. Jessica has interest forms from meeting that she will send out to the appropriate committee chairs.

New Business

Marketing and Promotional Materials- Shelley suggests that we start thinking about some promo materials such as a banner, pens, sticky notes, or something that shouts when we have events on campus.

Pens & Paper for Peace- Shelly and Carly to meet to continue conversation regarding this initiative. Carly reported that the business plan for the Matthew Freeman Project is evolving due to the current economic and war situation, so she will be in talks with Lisa Freeman to discuss how Armstrong can be a partner for them moving forward.

Secretary Role- The Council needs to discuss filling this roll. Proposal was made to talk about it pin the next meeting. Rebecca suggests Shelley and Jessica to get together with new members to discuss bylaws, processes and leadership roles that are open.

Announcements

Next Meeting is December 5th, 8:30-9:30am. We will have a different meeting location- Burnett Hall Room 109.

Meeting is adjourned at 9:31am.