

Staff Council Meeting
Wednesday, January 9, 2013

In attendance:

Shelley Merrick, Chair (President's Office/Academic Affairs)—First Term
Jessica Weaver, Vice Chair (Business and Finance)—Second Term
Greg Surette (Business and Finance)—First term
Angela Storck (Student Affairs)—First Term
Tracy Gregory (Business and Finance)—Second Term
Rebecca Carroll, Ex-Officio (Human Resources)

Not in Attendance:

Jennifer Incorvaia, Treasurer (President's Office/Academic Affairs)

Also in Attendance:

Debbie Smith, Human Resources – to take minutes of meeting

Shelley called the meeting to order at 8:34 AM

Shelley asked for approval of December meeting minutes. Angela moved to approve, Tracy seconded. Minutes were unanimously approved.

Treasurer's Report

Staff Council balance: \$1,337.71

Old Business

At the meeting in December Trish Holliman and Shannon James agreed to have two members of the Staff Advisory Council to work with the Phase 2 planning of the University's transition to the Port of Armstrong. Greg Surette volunteered in December and Angela Storck agreed to be the second member. Shelley stated that she would send an email to Trish and Shannon advising them of the Council members.

Council Officers – The council currently has three vacancies: Advancement representative; Business and Finance representative and a representative from the Provost department. In addition, a Secretary needs to be selected.

Jessica advised that due to her current workload, she will be unable to handle three elections. She proposed stepping down from Vice Chair but remaining on the Council as Secretary. Rebecca stated that she and University Auditor, Susan Hacker could step in and assist with the elections. She asked Jessica to remain as Vice Chair until such time as the new members were on board. Jessica agreed to remain as Vice Chair until the new members are elected and she will decide at that time.

Jessica advised that she has completed much of the work necessary for the election. Rebecca stated that she did an excellent job on the last election and that she, Jessica and Susan Hacker would meet to review her work thus far.

Committee Reports

Communication: Carly Hallman has resigned from the Council and the communication committee. Jessica stated that the last communication that went out was to Janice Stanford in Information Technology for assistance with the Council website. Jessica asked Janice to update the deadline for textbook scholarships.

Shelley stated that she will fill in as the Communication Chair until such time as a chair is selected.

Elections: Jessica raised a question regarding Information Technology. Since there are two divisions within one, administrative and operations, would it be possible to have two representatives from Information Technology. Rebecca stated that it would be best to only have one representative from each department in order to elevate a conflict of interest. Jessica asked if the bylaws could be changed and departments be redistributed. Rebecca stated that the reason for the current distribution of departments is to keep the Council at a top level of representation but certainly this was something that could be reviewed.

Fundraising: Shelley and Rebecca will reach out to Jennifer and see if she needs any assistance with the textbook scholarship program.

Outreach/Special Events: Jessica asked if anyone was interested in chairing this committee. No one was interested at this time. Rebecca stated that once the election was completed, she would ask Bill Kelso to set up a planning meeting. Rebecca stated that the Council should not take on more than it can do, once the three new members are elected this should relieve some of the pressure of the Council.

Staff Development and Welfare: Tracy advised that the Lunch & Learn meetings would be resumed in the spring. Shelley advised that the January speaker was unavailable. Shelley asked Tracy if she knew who the committee members were for this project. Tracy stated that Grace Fleming, Susan Hacker and a good number of other employees were involved. Rebecca stated that she would step in and reach out to the committee and keep the Lunch & Learn on track for February.

Ad-hoc/Bylaws : Jessica asked that everyone please familiarize themselves with the bylaws and updates that were suggested. If there are any concerns/questions send an email to her so that they can be brought up at the meeting on January 17, 2013. Shelley stated that she and Susan Hacker worked through the redline items and will send her the comments. Jessica stated that it would be good to work through these changes so that the new bylaws will be ready for the Spring Assembly.

Jessica advised that the meeting to discuss the bylaws will be held, Thursday, January 17, 2013 at noon.

New Business: Jessica asked about updating the website with archived meeting minutes. Rebecca advised that she, Shelley and Susan Hacker have been working on this information. Debbie Smith has authorization to update the Council website and will work on updating the archived information.

Shelley advised Greg that Angela will be working with him on Phase 2 of the Port of Armstrong. Jessica advised that Shannon James will be the primary contact person for Phase 2.

Meeting was adjourned at 9:10 AM upon a motion by Jessica Weaver and second by Tracy Gregory.

Respectfully Submitted By: Debbie Smith, Human Resources Assistant