

## **Staff Advisory Council Meeting**

**Wednesday, June 13, 2012**

### **In Attendance:**

Mario Incorvaia (President's Office/Academic Affairs), Chairman – Second Term  
Susan Hacker (President's Office/Academic Affairs), Vice Chairman – Second Term  
Michael Smoose (Business & Finance), Secretary – First Term  
Sheryl Powell (President's Office/Academic Affairs), Treasurer – Second Term  
Jennifer Incorvaia (Business & Finance) – First Term  
Carly Hallman (Advancement ) – First Term  
Tracy Gregory (Business & Finance) – First Term  
Jessica Weaver (Business & Finance) – First Team  
Rebecca Carroll (HR Rep)

### **Not In Attendance**

Megan Feasel (Student Affairs) – First Term

### **Also In Attendance**

Robby Dittmann (President's Office/Academic Affairs)  
Tracey Dunn (Student Affairs)  
Joe Peny (Business & Finance)  
Shelly Merrick (President's Office/Academic Affairs)  
Dr. Amy Heaston, Chief of Staff  
Bill Kelso, Assistant Vice President – Student Affairs

Mario Incorvaia called the meeting to order at 8:40 AM

Michel Smoose motioned to approve the May meeting minutes.  
Sheryl Powell second  
May minutes were unanimously approved with corrections

### **Old Business**

Process Mapping Google Documents reminder  
Mario gave a brief history of the Google Documents program and reminded new council to use the documents to prevent from having to start over.

### **Memorial Day, Wellness/Staff Olympics – report of meeting with Dr. Heaston**

Rebecca Carroll, Susan Hacker, Mario Incorvaia met with Dr. Heaston. At Dr. Heaston's advice was to table these topics until the new staff council takes over. Council agreed to table the topic until the July meeting.

### **Making Maroon Green**

Mario gave an update on the committee, which has an official charge. The committee held an Earth Day Celebration and there is a student group that is forming and will put in the paper work this fall to be an officially recognized organization by Student Affairs.

The committee brought Goodwill to campus for a donation drive during housing move out and other recycling opportunities. There is discussion of the creation of an environmental studies minor. The committee is also talking with Mel Manor in plan operations to encourage recycling of any materials during renovation projects.

### **Employee Emergency Assistance Fund**

Mario shared a draft on the fund. Staff Council is working with HR and Rebecca to refine the documents to put in the proper protocols. HR will transfer the document into the state template and see if there are other documents that need to be brought into the program. Once Staff Council signs off on the program it needs to get approval from Lee Davis.

### **Wish List Proposal**

Mario has received pricing on laptops to be used during Staff Council events – Staff Assembly, Lunch & Learn, etc. He will pass on the information to the new council.

### **New Business**

SGA Shadowing – Mario got an email from Kwame Phillips, SGA President on a shadowing program. Since it came at the end of the year Mario will pass along the information for new council to address.

**Collaborate** – Laura Lowe in IT Services is offering training on collaborate. It can be used for Lunch & Learns, Staff Assembly, etc. Staff council was heralded for being one of the first campus users of Wimba – the precursor to Collaborate.

The school has purchased the software to create an internal web portal – Luminus. It will be the first thing that students, staff and faculty will see when they log on. It will be a single sign in so you don't have to remember all your logins. Mario also passed on some information that he received at the meeting. There is an internal goal to get Peoplesoft and ADP as part of system during Phases II or III. It will also have the capabilities to send out announcements to various constituents.

### **Announcements**

Lunch & Learn Dates – June 26 (Chief Wilcox on disaster survival guide)

Staff Council retreat – Monday, June 18<sup>th</sup>, 9 am until noon

Next Meeting – Wednesday, July 11

Michael moved to adjourn meeting. Jessica Weaver second. Unanimously approved

Meeting adjourned at 8:55 a.m.