

Staff Council Meeting
Wednesday, December 5, 2012

In attendance:

Shelley Merrick, Chair (President's Office/Academic Affairs)—First Term
Carly Hallman (Advancement)—Second Term
Jessica Weaver, Vice Chair (Business and Finance)—Second Term
Greg Surette (Business and Finance)—First term
Jennifer Incorvaia, Treasurer (President's Office/Academic Affairs)
Rebecca Carroll, Ex-Officio (Human Resources)

Not in Attendance:

Angela Storck (Student Affairs)—First Term
Joe Peny (Business and Finance)—First Term
Tracy Gregory (Business and Finance)—Second Term

Also in Attendance:

Patricia Holliman, ITS
Shannon James, Consultant
Dr. Linda Bleicken, University President (at the very beginning of the meeting only)

Dr Bleicken said hello and good morning, and explained that she could not stay for the meeting.

Shelley called the meeting to order around 8:35 AM

Shelley introduced Trish Holliman and Shannon James for a presentation on the University's transition to the Luminis Portal, called the Port of Armstrong. They presented slides describing port integration of university services and the benefits of single sign-on for many of those services which currently must be accessed with individual sign-ons.

They continued explaining Phases 1 and 2 of the project, and details pertinent to staff: Novell will be phased out, USG services will not be single sign-on integrated. A long term transition plan is in place, with planned integration of staff-focused features later in implementation, including targeted messaging and a role for Staff Council, if desired. Jessica asked if all Pirate's Cove services, such as Banner reporting, will be moved to the Port, and Trish responded that they will be available in the Port before the transition is complete, though they are not at this time.

Shelley raised a question about a resource area being available for staff use, including employee how-tos. Greg supported this suggestion using Plant Ops services as an example. Shelley asked if this could be created into a portlet in Luminis, and Trish requested that any plans for a Staff Resource hub would involve ITS at some level so that features can be designed to be portable into the Luminis system. Shannon and Trish asked for 2 or more Staff Council representatives to be part of the phase 2 planning beginning in February.

Discussion continued on the options for Staff portal integration, including the use of polls, such as Lunch n Learn polls. Shelley reminded the group that the Lunch n Learn polls yielded results which point to a staff body interested in self-improvement. Greg mentioned a desire for a parent portal, and Shelley added that Commencement planning improvements are a good example of the kind of thing the portal could do for the staff—simplifying complex processes and improving communication.

Greg volunteered to help with Phase 2 planning. At least one volunteer is still needed. A decision was made to designate 2 volunteers at the January meeting for Phase 2 portal planning.

Shelley and council thanked Trish and Shannon for the presentation and collected contact information for Shannon so that the council can keep in touch regarding Phase 2 development.

Carly moves to approve November minutes. Jessica seconds. Minutes were unanimously approved.

Jennifer presents Treasurer's Report. There is a healthy balance in Textbook fund going into the Spring 2013 Semester.

Old Business

Staff Hardship Fund: Rebecca explained that the Staff Hardship Fund proposal is at the stage where all that is needed is for a final draft to be sent to the President's Cabinet. One bit of feedback that came up during the review process was that the procedure for defining membership on the fund committee would need to become more detailed, and that she agreed this should be addressed. She also suggested that the council find a way to recognize the work of past councils on this proposal.

Toys for Tots: Shelley reported a great turn out for the Holiday Gathering and Toys for Tots ceremony and that the collaboration with SGA went really well this year.

Committee Reports

Communication: Carly will be moving off the council and out of employment with the university, so she has forwarded the council email log in information to Shelley and Jessica until another person can take charge of the Communication committee. Emails were scheduled to be sent out for the Holiday Potluck scheduled for the following week.

Outreach: Carly explained that there had been some communication issues with catering regarding the Holiday Potluck. Shelley agreed to confirm arrangements with Amy Heaston and catering so that all would be taken care of for the day of the Potluck. Carly confirmed that a Human Society representative would be present for the donation acceptance and collection.

Elections: Jessica explained that requests for lists from HR regarding election eligibility have been requested but not yet received. Elections would be pushed to January given the time constraints in December. There was some discussion of the council vacancies and of the potential for new vacancies, and member absences. Joe Peny has been unable to attend 3

council meetings in a row. Shelley agreed to speak with him regarding attendance arrangements.

Fundraising: Jennifer wanted to send an email out to staff promoting the textbook scholarship, and asked that the deadline be extended. There was some discussion about the application and approval process, and an agreement was made to come up with a new date for the deadline.

Staff Development and Welfare: No one was available to present on this committee. Lunch n Learns are still scheduled for Spring.

Ad-hoc/Bylaws : Shelley updated the council that Susan Hacker has agreed to work with the council on a Bylaws workshop in January. There was some discussion about when to have this workshop, and the third week in January seemed like a likely time for the meeting. Jessica agreed to send out a Doodle for that meeting in January.

Discussion resumed regarding the textbook scholarship applications. Shelley and Jessica agreed that one or the other of them would send out the email for Jennifer, as well as request the website be updated with the deadline extension.

Meeting adjourned at 9:35 AM.