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**Staff Council Meeting
September 13, 2016
Training and
Development 1:30pm**

Attendees:

- Janet Anderson (absent)
- Chad Ballard
- Molly Baur
- Tina Boitnott
- Jeremy Gamez NO-Notified
- Wendy Hooten
- Leslie Horn
- Stephanie Keahey (absent)
- Jodi Oelrich-White
- Kim Scarcelli
- Mandy Shaw
- James Vanbebber

Agenda:

- **Call to Order and Welcome**
- **Presentation/Proposal by Brian McGinley (University staff member)**
 - **Employee Suggestion Program**
- **Financial Report (Janet)**
- **UEC Update (Tina)**
- **Committee Reports**
 - **Staff Recognition/Appreciation (Kim)**
 - **Staff Recognition Oct. 8th Logistics**
 - **Service Recognition Update**
 - **Communication (Leslie)**
 - **Update provided by Leslie**
 - **FB Boost document**
 - **Governance (James)**
 - **Staff Development (Mandy)**
 - **Events/Fundraising (Tina)**
- **Unfinished Business**
 - **Review and Accept 2016-2017 Goals**
 - **Review and Accept 2015-2016 Annual Report**
- **New Business**
 - **Election of Officers**
 - **Determine New Mtg. Date & Time**
 - **Shirts for incoming SC members**

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- **What is in the standard EoM gift?**
- **Staff Listserv**
 - **Should University have one?**
 - **Should SC moderate (primary & secondary)**
 - **Would be indefinite responsibility placed upon SC (Communication Committee)**

Meeting Notes:

Meeting Called to order by President Tina Boitnott at 1:32pm in Training & Development #156

Presentation/ Proposal: Brain McGinley presented the Staff Council with Potential Cost Saving Employee Suggestion Program.

- After presentation Tina Boitnott opened the floor for questions or comments.
- James Vanbebber stated we already have something equal to this in our System Policy.

Financial Report: Janet Anderson was absent; Tina Boitnott handed out Budget Review sheet.

- Tina Boitnott set forth the motion to accept Financial Report as stands by Tina Boitnott.
- Kim Scarcelli seconded.
- All voted to accept Financial Report.

UEC Update: Tina Boitnott

- UEC meeting for September was canceled.
- Tina Boitnott did a review of last month's meeting.

Committee Reports:

Staff Recognition/Appreciation: Molly Baur & Kim Scarcelli

- Logistics
 - Staff Recognition/Appreciation event date has been changed to Oct. 18, 2016
 - Sodexo will provide food for 500 people total amount \$6445.00
 - Will be held in Amphitheater
 - Staff will be required to present their Staff Lions card to enter.
- Service Recognition awards have been selected and ready to order.
- EoM will be recognized on Sept. 27, 2016.
- A procedure for Staff Employee of the Month manual was presented by Kim Scarcelli.

Communication Report: Leslie Horn

- Committee met on Sept. 9, 2016 minutes from meeting were distributed.

Minutes by JLOelrich-White

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- Currently working on establishing a Social Media presence.
- Propose a \$50 allocation for FB Digital Impressions/FB.
- Current Staff Council webpage will be jointly managed by the following CMS Editors: Jeremy Gamez, Carlo Rivers, James Vanbebber and Jodi Oelrich-White.

Governance: James Vanbebber

- No new policy.

Staff Development: Mand Shaw

- For 2018 Development and Staff Recognition Day will be put together to defer some the cost.

Events/Fundraising: Tina Boitnott

- Holiday fund raising event will be moved to Dec. 9th.
- Will be hosted in the Field House.
- All vendors will pay a flat fee of \$75.00 per space.
- Motion to move date and approve booth fees charges was set forth by Tina Biotnott
- All voted to accept motion.

Unfinished Business:

- Motion to review this information at a later time set for by Tina Boitnott
- All voted to accept this motion.

New Business:

Election of officers for 2016-2017: The floor was opened for nominations for each of these elected postions:

- President: Molly Baur nominated Tina Boitnott as President.
 - All present voted to accept.
- Vice President: Tina Boitnott nominated Jeremy Gamez as Vice President
 - All present voted to accept.
- Treasure: Tina Boitnott nominated Janet Anderson as Treasure.
 - All present voted to accept.
- Recorder: Both Kim Scarelli and Jodi Oelrich-White accepted.
 - A silent written vote was submitted by each member present, which ended in the same amount of votes for each candidate. Due to tied score, we will revote to break the tie at the next Staff Council meeting.
- Parliamentarian: Tina Boitnott requested nominations for this position. Leslie Horn nominated herself for this position.
 - All present voted to accept.

Minutes by JLOelrich-White

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Determine New Mtg. Date & Time:

- Second Tuesday of each month @ 2:00 pm, Mandy Shaw will try to reserve the Training & Development office #156 to host these meetings.

Shirts for incoming Staff Council Members:

- Shirts are expected in by the end of this week. Once delivered, the new council members will need to try them on.

What is the standard EoM Gift?

- This will vary on who is donating the items for the EoM gift.

Staff Listserv:

- This discussion was tabled for next meeting.

Action Items:

- James Vanbebber will bring System policies on Merit One Time for employees.
- All Staff Council members are requested to send information to Kim Scarcelli for the Staff Council directory: Name, office number, cell number, campus location, month of birth and date. Year is not needed.

Motion to end meeting was set forth by Tina Boitnott

Seconded by Leslie Horn

Meeting adjourned at 3:31pm.