

Staff Council Minutes
04/14/05

Members Present: Karen Roop, Jill Brady, Lynn Youngblood, Amanda Lammers, Jeanette Mann, Allison Strong, and Laura Mullins

Guests Present: Jane O’Gorman, Anne Reed, and Becky Gentry

President’s Report-

- Laura was never able to get reimbursed by the business office for the costs she incurred going to the State Staff Council meeting, but has been paid through the foundation. Allison has drafted a letter to Mac McConnell on the issue.
- Jane O’Gorman thanked staff council for their participation in the administrative professional’s luncheon. She also encouraged the council to seek out the help of Continuing Education to put on our staff development workshops and/or the development programs we send people to. Jane was made aware that there were some discrepancies between software used by Continuing Education and other offices on campus.

Treasurer’s Report-

- Expense Account \$410.71
- Scholarship Account \$2,118.16
- Development Fund \$5,157.78
- Total \$7,686.65
- Some new figures came in right after Lynn printed her report so our actual total is actually around \$7200.00

Committee Reports

- Nominations and Elections- Those will be coming up very soon.
- Staff Development- Allison is continuing to work with the Red Cross. She must give them a two-week notice in order to schedule training. An adult CPR class is four hours, and an adult, child, and infant class is seven hours. Holding a full day session on a Saturday and a half-day session through the workweek was suggested. Allison will email us potential dates.
- CommunitE Bulletin Board- There are still few postings.
- Welcome- The welcome committee is up and running.

Old Business

- Leave policy- In a way, we are starting this process all over again as it has just been discovered that the Board of Regents does not prohibit leave banks as we had been informed. The BOR actually has a leave banking policy on their website. If we went with this policy, it would require two forms rather than eight, and the paperwork would fall to Human Resources as well as Payroll. Jay Steed has agreed to draft the leave bank policy for staff council.
- Chili Cook-off- This year’s cook off went extremely well, and \$200+ was raised. We had more contestants than in years past, and only spent \$20 from our expense

- account. Jim got lots of prizes from local restaurants. There are pictures on the N drive of the event. Pie in the Face went well also.
- Mission Statement Revision- This was really Nancy Schwartz's brainchild and in her absence this will be discussed at our next meeting. Lynn suggested that in adopting a new mission statement we may also want to revise our development fund by-laws. Lynn suggested forming a committee on the matter.

New Business-

- Awards Committee- This is both new and old business. When President Potter was presented with the idea of a yearly staff award, he was thrilled. He wants to award it at this fall's convocation. Also, he would like to award an employee of the month. The awards committee moved to accept their by-laws and guidelines, and Amanda Lammers seconded the motion. The motion passed unanimously. All original members agreed to serve as the committee and remain in an ad-hoc role to see the program get off the ground.
- Foundation Budget- Karen and Laura met to draft a proposal to be included in the Foundation's budget. This proposal will be presented at the end of the month. We are asking for an operating budget of \$1500. This money is completely separate from Staff Development funds. If this proposal is passed we would like to purchase a camera and have a planning retreat.