

**Staff Council Minutes**  
**May 11, 2006**

The meeting was called to order at 9:30 a.m. by Cindy Teston. The meeting was held in Room C, Hoag Student Center.

Council members present at the meeting were:

Doug Hyde  
Gloria Jones  
Jeanette Mann  
Susan Perry  
Mary Poland  
Cindy Teston  
Jim Wyrosdick  
Jill Brady

Staff members present at the meeting were:

JoAnn Dankelman  
Anderia Georgia  
Melissa Lach  
Laura Mullins  
Sean Mullins

**Employee of the Month Presentation**

The meeting began with the presentation of the Employee of the Month award for May. Mr. Christopher Watkins from Cadet Admissions was selected as the NGCSU Employee of the Month for May 2006. Ms. Jill Brady presented Mr. Watkins with the award and Keith Antonia joined the meeting to congratulate Chris on a job well done.

**Minutes for April Meeting**

The minutes from the April 13, 2006 meeting were approved as presented.

**President's Report**

Cindy Teston reminded the council that all committee and event binders be updated and ready to turn into her by the June meeting.

**Vice President's Report**

Mary Poland deferred the vice-president's report until the Staff Development Committee report was given.

**Treasurer's Report**

Gloria Jones presented the financial statement for May and noted the Staff Council Foundation Scholarship account balance had not been updated for the month of May as she was still waiting on the report from the foundation. As soon as this information is received, Gloria will update

this account balance. A motion was made to accept the financial statement as presented and was approved by those in attendance.

## **Committee Reports**

### **A. Nominations/Elections Committee**

Jeanette Mann explained how the process for nominations and elections was done two years ago and asked all council members to seek out at least one staff person to nominate for the 2006-2008 council. An attempt to have representatives from all aspects of campus on the council is always desired. Although there are five open spots to be filled, Jeanette would like to have at least 10 nominees for the ballot. Jeanette will try and get a nomination from Plant Operations as this is such a large department with many staff members that need to be represented by a council member if possible. Jim Wyrosdick will ask Stacie Morgan from Student Leadership/Commuter Services if she would consider being nominated.

The following four staff members have come forward and asked to be placed on the ballot:

Michele Barton - Information and Instructional Technology

Melissa Lach - Academic Support Programs

Laura Mullins - Academic Affairs

Christopher Watkins - Cadet Admissions/Recruiting

A timeline was established for the nominations and elections process. An email will be sent to the faculty/staff listserve immediately seeking nominations. Nominations should be emailed to Jeanette no later than May 18<sup>th</sup>. A paper ballot will then be sent to all staff with a deadline for return by May 31<sup>st</sup>. The nominations and elections committee will meet prior to the next council meeting (June 8<sup>th</sup>) to tally the votes. The council will vote on the five nominees who gained the most votes at the June 8<sup>th</sup> meeting.

### **B. Staff Development Committee**

Mary Poland reported that the staff development committee had successfully spent or encumbered most of the funds allotted. The council sponsored two staff development activities through Continuing Education and the rest of the money was used to provide individual staff members with funds to attend conferences and workshops to improve their professional skills. Processing of the outstanding funding requests is continuing and all staff development funds will most likely be spent by the end of the fiscal year deadline.

### **C. Public Relations Committee**

Jeanette reported that a blurb about staff development funds had been submitted for inclusion in the May 15<sup>th</sup> Digest.

### **D. Scholarship Committee**

A vote was taken by the council on how the proceeds should be spent from the Chili Cook-Off. The council voted unanimously that the monies earned from this event should be allocated to the Scholarship fund.

### **E. Welcome Committee**

More trinkets (goodies) are needed for the welcome packets. Cindy Teston volunteered to get some fun things from the athletic department. Jim Wyrosdick suggested including some student handbooks in future packets and will ask Wes Thomas if he would be willing to donate at least 50 of these items. The handbook is in the process of being updated, so it would be best to begin including these into the Welcome packets starting in August.

### **F. Staff Awards**

The employee of the month award had concluded for the academic year with this month's award. It will resume again in August.

### **July Workshop**

Cindy Teston reported that she had reserved the Community House next to the Catholic church for this event from 8:30am-5:30pm on Friday, July 21<sup>st</sup>. The retreat will begin at 9:30am with refreshments and opening remarks. Cindy will check with President Potter, Mac McConnell, and Thomas George to see if they are available to attend.

The meeting was adjourned at 10:40 a.m.