

Staff Council
Meeting Minutes

August 12, 2004

Present: Laura Mullins, Al Parten, Jim Wyrosidick, Karen Roop, Nancy Schwartz,
Melissa White, Anna Robertson

Next meeting: September 9, 2004, 9:30 am, Student Center, Room C

- I. President's Report:
 - a. Bylaws: Laura Mullins made some minor corrections to the Staff Council Bylaws. A motion was made by Nancy Schwartz to accept the changes. The motion was seconded by Karen Roop.
 - b. Staff Council website: Carol Huczek is the current webmaster of the website and it will continue to be maintained and updated by Carol. Carol wanted some suggestions for the front page of the Staff Council Website. The council members suggested that the mission statement and staff funding request information be included on the front page.
 - c. The need for a digital camera was recognized. The camera will allow members of the Council to take photo of Staff Council events. In turn, this will help promote the message of services that Staff Council provides.
 - d. Form changes: The "Staff Development Funding Request Form" will undergo some minor changes to reflect the online classes, Continuing Education classes, etc., that are now offered on campus. Changes will be discussed during the next Council meeting.
 - e. Sweet & Greet Results from last Spring will be mailed to members of the Staff Council. Two issues were discussed from the Spring 2002 Sweet & Greet: Sick Leave Donation and Family Day at Pine Valley.
- II. Vice-President's Report
 - a. No report
- III. Treasurer's Report
 - a. No report
- IV. Committee Reports
 - a. Nominations & Elections: No report
 - b. Staff Development: No report
 - c. Public Relations: This committee will now be in charge of writing an article for each publication of the Faculty/Staff newsletter, *The Digest*.
 - d. Scholarship: No report
 - e. Membership: No report
 - f. CommunitE Bulletin Board: The activity is increasing after a slow summer.
- V. Old Business
 - a. Watermelon Bust: Good results, but the Council felt the need to curtail the awarding of certificates and instead, hand-deliver them to the individuals. Another concern was too many door prizes. The Council will scale down the number for the next Watermelon Bust.
 - b. Fred Pryor: The seminar was held in July. While it did not have a great turnout, the content was fantastic. Dr. Sandee McGlaun,

Coordinator of the Writing Lab, offered to have a class for secretaries, etc., on the same material as the Fred Pryor Seminar if the demand exists.

- c. Administrative Council: Laura handed out minutes from the meeting. President Hansford alluded to talks of a better budget outlook for the coming year.

VI. New Business

- a. Apparel: There was a suggestion that Staff Council should have identifying clothing for Staff Council functions. Jim Wyrosidick stated that he would work on the project and suggested that vests may be better than t-shirts. He will bring a catalog to the next meeting with examples.
- b. State Staff Council Conference: The conference will be held at Columbus State University in October 2004. Laura will provide the members with a link to the site for more information.
- c. Foundation Donations: Laura posed the question to Karen if donors could state that they wanted their donation to be put in the Staff Scholarship Fund and Karen answer was affirmative.
- d. Memory Walk '04: The Staff Council will not form a team, but Laura encourage anyone who wanted to donate and/or walk, to feel free to do so.

VII. Other Business

- a. Wellness Center: Laura was approached by a staff member about the closing of the Wellness Center for a week at a time. This staff member wanted to know if it would be possible for the Wellness Center to be open for at least a couple of hours each day for faculty and staff to use. Laura will email Gregg Green, the Director of Recreation Sports, to find out if this would be a possibility.

Meeting ended at 10:30 am.

Respectfully submitted by Nancy Schwartz