Staff Council Minutes

Date and Location: April 23, 2014, Administration 208, 10:00am-11:00am


Substitutes: No substitutes were present.

Absent: Lori Beaty, Marissa Burns, Tonya Dobson, Jason Jacks, Nikki Jackson, Nelda Moore, Clell Murray, Leslie Newcomb, and BJ Simmons.

Staff Council President Elaine Chew called the meeting to order at 10:02am. The roll was taken.

Treasurer Report—Staff Council Treasurer, Kay Wiley, reported the following balances:
- Operating Expense Account 213500 balance: $5,700.33 as of 3/31/2014
- General Fund Account 233500 balance: $15,465.14 as of 3/31/2014
- Scholarship Fund Account 24190 balance: $6,358.63 as of 3/31/2014

Committee Reports:
1. Scholarship Committee (Faith Stiffler) — No update.
2. Staff Development (BJ Simmons) — Staff Development day is Friday, May 16th in the Nursing Building. The schedule of events will be sent out. Let BJ Simmons know if you are able to volunteer on the committee and assist in the preparations.
3. Employee Appreciation (Elaine Chew) — Photo holders have been delivered to all staff members on campus. Let Elaine know if we missed anyone or if you need any more.
4. Hospitality and Fundraising (Ben Kunze) — No update.
5. Staff Affairs (Elaine Chew) — Elaine will be setting up forum meetings for the future.
6. Healthy Campus (Kay Wiley) — Given from Kay Wiley: On April 2, 214 the Worksite Wellness Committee met. We discussed the response to the 10,000 Steps a day campaign. It was mentioned that Dr. Dottavio was participating in the campaign. There was a discussion about the new signage around campus and how we would like to have part of the signage to indicate walking trails and mileage. This will probably be discussed more in the future. We talked about phone apps that are available, free and charge apps, which would be helpful to the campus. We perused the thought of having a free class per week for Staff and Faculty outside of the Rec Center. The Commit to be Fit/Reimbursement program was talked about and whether/when it can be reincorporated. We did some brainstorming to come up with the next plan to promote worksite wellness. Those suggestions are being looked at and evaluated at this time.
7. **Public Relations (Lacie Harris)**—Lacie Harris will also be placing all updated staff benefits on the website. The trifold brochure for staff council that is being developed is currently in the process of approval.

**UNFINISHED BUSINESS:**
- **Commencement Volunteers**—Volunteers are still needed for the 4:30pm ceremony. E-mail Elaine if you are able to help.
- **Francis Blair**—she became the Treasurer Elect. Congratulations!

**NEW BUSINESS:**
- **Staff Council Retreat**—will be held the 3rd week in June. Will more than likely take place on a Monday or Tuesday and are currently seeking out location options. Let Elaine know if you have anything to put on the agenda. Lacie will be sending the “roll off list” to Ben Kunze to fill open positions at upcoming retreat (looking at filling 4 or 5 spaces). Elaine will also be getting in touch with Kurt to take a Staff Council group picture at retreat.
- **Parliamentarian position**—Elaine is currently seeking out individuals that would be interested in holding this position and serving Staff Council in this capacity. The individual would be responsible for assuring the council is abiding by all rules and regulations.

There was a motion and second to adjourn the meeting and the motion to adjourn the meeting was made with no objections. The meeting was adjourned at 10:29 am.

Door Prize—the winner was selected from the guest list and given a gift basket.

**Jake Hoon was the winner of this month’s door prize!!!**