

College of Engineering Staff Council Meeting Minutes

Wednesday, May 15, 2019

In attendance: Derrick Meads, Dale Davis, Rob Hannigan, Beth Lutin, Amy Long, Betsy Davies, Melanie Smith, Megan Kidd, Michelle Mossey, Callie Viens, Josh Duruttya, Sue Mills, Cindy Lane

Meeting called to order at 10:03AM

SOCIAL EVENTS

Pazzo's event was on April 25th. The attendance was not as large as expected but it was still a successful event. In the future, a reminder will need to be sent.

Future events:

-Next event will be on either a Monday or Tuesday around the third week of June at 4:30PM
Suggested idea is for the Dean to talk to the Department Chairs about Staff Council and encourage the chairs to let their department staff out early on Staff Council event days, so the staff are able/encouraged to attend.

-Possibly try do a lunch event once a month and a staff after working hours meet up once every 2-3 months.

-July is the hotdog cookout event.

-July 25th is staff/faculty/alumni event at the Legends game.

STAFF RETREAT

Health Sciences held a health festival for staff in the Student Center which seemed to be a success. For the next meeting in June we would like to invite the Health Sciences Staff Council Chair to come and discuss their retreat, their budget, etc. on how they were able to make this possible. Pending more information, we would like to facilitate a Staff Retreat in the future.

REVIEW STAFF EXCELLENCE AWARD PROCESS

No decision has been made regarding this, we will discuss again in July after the election/selection of Staff Senate officers. Suggestion was to make the Chair Elect (decided in July selection) the chair of the Staff Excellence Award sub-committee.

DISCUSS THE NEED FOR OFFICERS

During the July Staff Council Meeting there will be the selection of the following officers who will have a one-year term (per Staff Council bylaws)

Secretary: Will take meeting minutes and documents other Staff Council discussions (possibly at Faculty/Staff Meetings, etc.) The secretary will be given access to the website to add the meeting minutes for each meeting.

Chair Elect: Will serve as Chair Elect for one year and then Chair as one year.

Treasurer: The Staff Council currently has no budget, but to implement our possible future events we will need a budget set in place, this person will manage the budget (if allocated one from the college).

Community Engagement Officer: Will promote and manage events.

We may possibly edit some by-laws regarding terms. Discussion among Staff Council to possibly limit the officers to serve no more than two consecutive terms. Another discussion was on how we were going to facilitate the voting process. Instead of an election it will be more of a conversation about who is interested in what position, decisions will be made based on this.

In conclusion:

Derrick (Staff Council Chair) will take the lead on bylaws, considered doing an email with a working draft to staff council members to get their input.

Staff council members will try and promote the events more and encourage other staff to attend.

Staff council to do a presentation at the next Faculty/Staff college wide meeting (pending approval from the Dean and Robyn regarding schedule). This would be a good opportunity to talk about the Staff Council and promote upcoming events. This could also be when the Dean encourages the Department Chairs to allow staff to leave early to attend Staff Council events.

June meeting: Representative from Health Science Staff Council

July meeting: Selection of officers

Meeting adjourned at 10:50AM.