

College of Engineering Staff Council Minutes

July 14, 2016

Civil Engineering Conference Room - 2292

Members Present: Jackie Schnippel, Jamie Stafford, Sandy Thomas, Cassandra Ellington, Connie Howard, Carrie Pennington, Eric DenBoer, Sandra Hancock

Members Absent: Linda Pate, Kara Ann Karstedt, Jeff Thomas

The meeting was called to order by Sandra Hancock.

Minutes for April and June were tabled until August.

The Treasurer's Report was distributed. Sandra mentioned that the Council has previously discussed the donations by the departments. The Council needs to determine if the donations should continue and if they should be applied to the Professional Development for staff.

Committee Reports:

Activities: Sandra started a discussion about what activities the Council would like to see this year. Topics that were previously discussed included Health Benefits (Richard Ray) and Campus Growth (Gary Smith) for the Staff Retreat during Fall break. Other topics mentioned in the discussion: Active Shooter, travel, purchasing, and RazorGrant, tours of ENRC areas – Eric indicated that a food truck is available on Fridays so after a tour staff could stick around and have lunch.

Staff Development: Cassandra announced that Sandra Hancock will be awarded the Staff Development Award for the July-December timeframe. There was only one application received. The next notice to staff will be sent in December for the next round of applications.

Bylaws: No report. Connie Howard rolled off the committee and Carrie Pennington volunteered to serve.

Sandra distributed a list of Council members and asked names be checked off of those in attendance and checked for correctness. Cassandra indicated that she is seeking a replacement from the Dean's office and Jackie indicated that Jessica Zaleski will take her place when she is eligible in September.

Connie will check with some staff members who might be interested in running for the ADMIN at large position at CSRC. This is an elected position. Eric will bring a visitor to the next meeting in the hopes she will become interested in becoming involved. He indicated that there is very little participation from people at ENRC on staff council.

The new officers for Staff Council are:

President-Elect none nominated. Follow up with members will occur during the next week.

Secretary – Jamie Stafford

Treasurer – Carrie Pennington

Sandra reported that Stacy Sanchez emailed Larry and he is agreeable to assisting with the resource meetings for the staff. He suggested having a set time for the meetings. Further discussion included calling them coffee breaks and adding a line item in the budget to provide refreshments (i.e. cookies, coffee). It was decided to have the coffee

breaks the first Wednesday of the month at 10:00 am with an RSVP. Cassandra suggested that the Professional Development Committee and Activities Committee work together to establish the coffee breaks.

The next meeting will be hosted by Chemical Engineering on August 11, 2016.