

# Agenda

## College of Engineering Staff Council Meeting

### September 15, 2022 – ENGR 131

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**Members Present** – Linda Pate, Austin Blevins, Heather Pollard, Katelyn Burks, Alex Wayne, David Peachee, Melynda Hart, Luc Gabbard and Jenna Stacey

**Call to order** – Katelyn Burks called meeting to order

**Approval of August minutes**

**Reports**

President

- Announcements from Dean
- Vacant positions
  - Secretary – Jenna Stacey
  - Department representative for Dean's office
  - President-elect – still needs to be determined
- Website updates - Katelyn is updating the websites currently. Jenna volunteered to assist in updating the websites.
- Professional Staff Development awards – Staff council will send out a reminder to staff

Treasurer - Heather

- Current report – Staff council currently has \$2,200 and the only expenses are for awarded travel grants. Katelyn will confirm if new funds will be contributed for this year and if funds were contributed from the previous year.

Committees

- Activities/Service
- Bylaws – Staff council can ask within their departments to see if anyone is interested in being on the committee

**Old Business**

- Bylaws Committee - Sharon will continue, need 2 new members – Sharon will continue, and Melynda will be added to the committee. The committee will need one more person.
- Activities Committee – Jenna added as committee member

**New Business**

- Employee of the Year – from 2012-2022 – This will be announced during this semester
- Employee of the 1st Quarter 2022-2023 (July, August, September) – Katelyn will ask for nominations at the end of this month
- Staff Appreciation Week is Oct 10-14 – any ideas? Collaborate with Staff Senate?
  - It was discussed that a cookout/picnic would be a great event for the staff appreciation week. Katelyn will check the budget and let staff council know so that the event can be planned. Also, benefits discussion will be held during staff appreciation week.
  - Staff retreat – could tie into the week

#### **Staff Council Representatives**

Linda Pate BAEG, Austin Blevins BMEG, Heather Pollard CHEG, Jenna Stacey CSCE,  
David Peachee CVEG, Sharon Brasko ELEG, Katelyn Burks PRES, Karin Hickenbotham INEG,  
Melynda Hart MEEG, Alex Wayne Admin-at-Large, Luc Gabbard Tech at Large

- November – food drive or other fundraiser – Discussed doing a food drive in November with the food pantry on campus and send an online link to donate to the college.
- December – holiday party and Great Engineering Bake-Off

#### **Open Discussion**

- Action items for staff council- it was discussed that each representative discuss with other staff to see if anyone would want to be on the activities committee.

#### **Next Meeting**

- Next meeting will be held on October 13<sup>th</sup> by CHEG – Heather Pollard

#### **Adjourn**

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