College of Engineering  
Staff Council Minutes

August 11, 2016  
CHEG Conference Room

Members Present: Jackie Schnippel, Jamie Stafford, Cassandra Ellington, Connie Howard, Carrie Pennington, Eric DenBoer, Sandra Hancock, Jeff Thomas, Kara Ann Karstedt

Guests: Jessica Zaleski.

Members Absent: Linda Pate, Sandy Thomas

The meeting was called to order by Sandra Hancock.

Minutes for April and June were tabled until September.

Minutes for July were presented. Cassandra made a motion to approve the minutes and Carrie seconded.

Reports:

Activities/Service Committee: A budget is still being worked out. It was announced that Kara Ann is the Activities Chair.

Coffee Breaks: Cassandra stated that Professional Development Committee will be responsible for planning weeks one and three; Activities Committee will be responsible for planning weeks two and four. The plan is to have about two months’ worth of planned events by the next Staff Council meeting. The schedule will then be announced at the Fall Staff Retreat with the first event to start the following week. Cassandra sent out a survey to narrow down the best days and times to hold these events. A suggestion was made to send out a survey in December for feedback on these events. Jeff Thomas suggested that IT do a talk twice a year for IT updates.

Fall Staff Retreat: This is something that the committee needs to start thinking about.

Staff Development Committee: Cassandra announced the next meeting is December 1st.

Bylaws Committee: No report.

Old Business:

Department Representatives & Committee Members: Sandra will update the list and send out for corrections.

Election for Admin at Large: An email was sent out and Sandra will check on those in the next few days for the ballot to go out next week.

President-Elect: Jeff Thomas has agreed to this position.

New Business:

There was mention of possibly restructuring the committees and get more staff involved. This will be highlighted in the newsletter.

The next meeting will be hosted by Bio Medical on September 15th, 2016 at 12:30pm.