Staff Council Meeting Agenda 2/25/19
Date: Monday, February 25, 2019 from 10am-11:30am
Location: Lib 317

I. Call to Order/Welcome (5 minutes)
   1.1 Check for Quorum (10 members) – Anthony Baker, Courtney Proctor, Nicole Log, Sammi Martinez, Sasha Wallace, Molly, Sue Armitage, Andrew Goetz, Alex Gradine, Jasmine Nunley

II. Announcements - Overview (15 minutes)
   2.1 University Senate Report
   2.2 Open Announcements
      Alex – Teaching Excellence Symposium: March 29, Proposals due in early March, Share teaching experiences, form on CTL website
      Andrew – HSU basketball on Thursday and Saturday, games free with campus ID

III. Staff Council Officer Reports (10 Minutes)
   3.1 President - Alex Gradine: Alex and Rob have been working on the staff appreciation event for Thursday, May 23. The event will be from 3-6 p.m. President Rossbacher will be present. Recruitment of new members for staff council soon. Voting on positions in April. Alex will email out the staff roster later this week with hopes of finding out who is intending to return.
   3.2 Vice President - Rob: Out of town.
   3.3 Secretary - Andrew: Nothing to report.
   3.4 Treasurer - Anthony: Communicating with Jasmine regarding the numbers for our upcoming events. We have $800 available.

IV. Staff Council Standing Committee Reports (15 Minutes)
   4.1 Fundraising Committee - Sue and Kim: Nothing to report.
   4.2 Governance Committee - Mary and Paul: None present.
   4.3 Service Projects Committee - Jasmine: Met last week to discuss spring mixer and potluck. Spring mixer will be in the Great Hall on March 14 from 12-1:30 p.m. Expected of number of attendees is 60, but making sure we have enough food after running short in the fall potluck. We discussed succulent sales for fundraising at the event, but no final decision.
   4.4 Recruitment Committee - Jessica
   4.5 Promote Gender Equity and Refine the Staff Recognition Award Working Group: Sue and Jessica: In the outreach phase to the university community. Sue attended an equity advocate training session, she specifically mentioned that all in attendance were female during the first session. Sue asked individuals who attended the second session were a male/female mix. General discussion between Nicole, Sue and Anthony regarding individual experiences with equity advocates in the hiring process.

V. Discussion/Action Items (45 Minutes)
   5.1 End of the Year Staff Appreciation Ceremony: Anthony requested information about donation solicitation and if anyone was leading the effort currently. Jasmine is creating a document including past information
(archive/timeline) for in-kind solicitation. Anthony will reach out to advancement to make sure we aren’t asking the same donor twice.

- KBR Reserved Thursday, May 23rd, 3pm-6pm (set up 1pm, break down 6-7pm)
- Need an event description and room layout sent to Ruth Sturtevant

5.2 Voting on Staff Council Activities/Programs (Event, Committee in Charge, Date/Time)

- Spring Staff Potluck w/ Service Event (Voting to take on/details): Courtney motions, Sue seconds and the motion passes to empower the service committee to follow through on the catering order.
  - Succulent Fundraising Event: Donations would go toward land-based activities as discussed previously. Molly reached out to local vendors for pricing. Alex suggests the monies raised immediately goes to land-based activities and not for saving for future budget needs. Succulents would be sold at the spring mixer/potluck, information included on Google Form created by Jasmine. Anthony estimates $4500 for the end of the year event. $800-$500 to spend on succulents.
  - Alex motions the Service Project committee in coordination with Anthony and his committee to make the final determination on the succulent sales and monies surrounding the sales/donations. Nine vote and Anthony abstains.
- Spring Mixer w/ President (Voting on details only)
- Meeting with President’s Office to discuss Staff Recognition Awards Process
- Staff Council Elections (Voting on details only): Alex reminds us to think about potential members.
- Staff Mentorship Program (Voting to take on/details)

VI. Adjournment

6.1 Motion from the floor to adjourn meeting: Anthony motions, second Sasha. Meeting adjourned.