

# A&S Staff Council Minutes

**May 11th, 2023 245 Patterson Office Tower @ 11 AM**

## **1. Welcome/Introductions/Review of previous month's minutes**

- Attendance:
  - Present: Joe Wiley, Katia Davis, Suann Reese, Melanie Esterline, Taylor Kincaid, McKenzie Chesney, Kristina Morgan, Colleen Knight, Spencer Krenke.
  - Not Present: Andrew Fast, Miguel Prieto-Valle, Teresa Smith, Eleazar Wilson, Melissa Cowan.
  - Pending members: n/a.
- April minutes pending approval. Melissa will send out prior to June meeting.
- June meeting
  - Nominate and elect council officers. Nominations should consist of the current council members.
  - Staff who are interested in joining the staff council should attend this meeting. Would like to keep to council around 14 members.
    - Would like to have a representative from smaller units in the College. We currently do not have any members who are in research, Space & Facilities, or Philanthropy.
    - Interested staff should be employed for a minimum of 6 months.

## **2. Coffee & Colleagues Event Review**

- Event was a lot of fun, there was a big turnout. The space was good for the type of event. Members felt that they were able to build more connections by having the event in a department area (i.e. in Physics/Chemistry's space). Would like to keep having the events in departmental spaces. This will allow staff to see what spaces the College/Departments have available for use.
- Suggested to take off May through August so that College can provide coffee every month (September through April) opposed to every other month. Will try to have event in various departments.
- Some people did not know what Coffee and Colleagues event was until they attended.
- Discussed having same coffee shop (Manchester) provide the coffee each month so that we are continuing to build a relationship with the provider. Spencer said that consistently using Manchester has led to them giving "extras" and also this will allow us to reach out to them in the future for any sponsorships (i.e. gift cards for events).

### **3. Outstanding Staff Awards – Friday May 19<sup>th</sup> 11 AM to 1 PM – Harris Ballroom**

- Room is available starting at 7 am. There will be a planned team meeting at 9 am in the room just incase anything needs adjusting. Plan to be at the event from 9 am to 1 pm.
- Jobs assigned at meeting (full list of tasks with assignments are on the Teams page):
  - Spencer will be the emcee.

- Suann and McKenzie will help Joe transport goodie bags, bulbs, and other items to the ballroom at 10:15 am. They will bring wagons.
  - Colleen and Suann monitoring door prizes.
  - Taylor monitoring the buffet.
  - Mel filling in as needed.
  - Need someone to direct staff from 10:45 am to 11 am.
- All attendees will receive a goodie bag with their name tag already inside. The bags will also include a book, pen, ticket for the door prizes, candy, a coupon of some sort, and a note from the Dean on behalf of the council).
  - Goodie bag assembly—Wednesday, May 17 from 9 am to 11 am in POT 245. Stop by and help if you have the time.
- Awards/Honors—Presented at 12:15 pm
  - Inclusive Excellence winner (will also be honoring three past winners since they did not receive a physical award in the past).
  - Year of Service pins
  - OSA Nominees
  - OSA Winners
- Door prizes—Three to four subcategories. People get to choose what category they want to put their ticket in. One ticket per person.
  - Council members are asked not to participate in the drawings. Will not receive a ticket in goodie bag.
  - Suann to bring four baskets for each category.

- Attendees will be asked to take a seat prior to choosing door prizes. Plan to have each row get up, deposit ticket, and then move clockwise to the food area.
  - Multiple rounds of door prizes.
- Buffet—Will have four lines.
  - Gluten-free option (this is also the dairy-free and vegan option) is separate.
  - Joe will increase stuffed-pepper count to 40 (from 20).
  - Drinks include lemonade, tea, and soda.
  - Bring containers/baggies so that we can take any leftover food.
  - Food should be set-up by 11:20 am. Taylor will confirm that food has been successfully delivered and will be the liaison if there are any issues.
- Seating is not assigned except for camera holder (Katia). Taylor will take Katia's photo when the nominees are announced (will need to take the camera after Justin Conder is called).
- Spencer made a program and is including logos for sponsors. Council will also send out thank you letters to the sponsors.
  - Do not reach out to any new companies at this time. Finish up any current correspondence.
- 155 out of 160 staff have RSVP'd. All winners have said they will be attending. Winner announcements will be after thanking Jeff Babbitt for making the bulbs. Winner videos will be played, this is how the winners will find out that they have won. PowerPoint slide will also include a blurb from the nominators about the nominees.

- Eleazar will potentially be the IT standby for any tech issues. Joe requested two microphones.

**4. Woodland Park event – Friday July 28<sup>th</sup> 12 PM - ?**

- There is a Teams group chat. If you would like to join the committee let McKenzie know.
- Tabling further discussion until June meeting.

**5. Questions/Suggestions/Other Topics**

- Suann's last staff council meeting. She will be taking a job in the College of Communications and information. Congrats!
- Staff concerns?
  - Regarding the All-College meeting in April, McKenzie expressed that there shouldn't be a combined faculty and staff meeting.
    - Suann suggested having a large state of the college meeting, but then separate faculty and staff town halls.
    - Katia asked about the survey results that Andrew had brought up at the meeting and if we have received the results of that yet. Joe asked about which survey Andrew had been referring to. Will need to talk to Andrew, but Katia suggested that all staff centered surveys would be good to have.
  - Several members were concerned about discussion of combined faculty and staff awards ceremony. This ceremony has not been confirmed, only suggested by the Dean.