

# A&S Staff Council Meeting

**March 9th, 2023 245 Patterson Office Tower @ 10:30 AM**

- 1. Welcome/Introductions/Review of previous month's minutes**
  - Present: Joe Wiley, Katia Davis, Melissa Cowan, McKenzie Chesney, Mel Esterline, Andrew Fast, Taylor Kincaid, Colleen Knight, Spencer Krenke, Kristina Morgan, Suann Reese, Eleazar Wilson.
  - Not Present: Teresa Smith
  - Pending Members: n/a
  - Minutes approved by current members.
  
- 2. Coffee & Colleagues Review**
  - The event held in February in the Student Center had lower attendance based on the number of people who signed in - mainly DMs and ASBC staff.
  - Changing location, time of day, and reception type were discussed. "Cookies with Colleagues" as an example that could be held in the afternoon. Late afternoon/evening (after work) event off campus during the summer a possibility as well.
  - The next "Coffee with Colleagues" event will be held April 24th at 9:30a in the Chemistry/Physics Building. Coffee will be provided by the college.
  
- 3. March event –Thursday, March 16<sup>th</sup> in JSB Atrium from 12 PM to 2 PM**
  - Coolers, ice, drinks, and desserts will be dropped off that morning. Pizza will be delivered around 11:30-11:45a. Papa John's will provide plates and napkins.
  - Suann will put together a small "swag bag" for the bingo winner.
  
- 4. Outstanding Staff Awards Update –Friday, May 19<sup>th</sup> 11AM to 1 PM – Harris Ballroom in the Student Center - EMS is still reviewing request**
  - Joe has reserved the Student Center's Harris Ballroom; EMS is reviewing this request. Taylor volunteered to create a flyer for the event. For timing, event starts at 11a, food at 11:30a, Dean addresses the staff around 12:15-12:20, then awards will start.

- Catering Update: Preliminary order submitted through Catertrax with lunch to start at 11:30a. Will ask attendees when they RSVP to note if they have dietary needs so we can work with catering try to address dietary restrictions.
- Prizes Update: We have a channel on the Teams page to list which businesses have been contacted along with their response so there is no duplication of effort. Items could also be collected to create gift baskets. A&S specific “swag” might be a possibility as well.
- Slideshow Update: Pictures from events throughout the year can be uploaded to our Teams page. This will be running throughout the lunch. It would be ideal to have at least one picture of every staff member.
- Voting for the winners took place. Only Hive will be told the specific names so they can begin working on the videos that will be shown at the awards ceremony.

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

- “Minute to Win it” games a possibility. More ideas and thoughts to be discussed at future meetings.

**6. Questions/Suggestions/Other Topics**

- n/a