

## College Staff Council Meeting Minutes Thursday, March 8, 2007

**Present: Shanna Sukol (Architecture), Jan Brooks (UDP), Theresa Taylor (CM), JoAnne Edwards (Landscape), Roz Schuessler (at large), Heather Seneff (at large)**

The meeting began at 9:30 AM. Heather volunteered to take minutes.

### *Agenda:*

1. *Meeting date change to the third Thursday of each month at 9:30 AM instead of Friday at 1:30 PM?*
2. *Review by-laws - finalize copy*
3. *Minutes - copy to Dean?*
4. *Staff Survey*
5. *Retreat - what do we want out of this event?*
6. *Next Meeting?*

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1. *Meeting date change to the third Thursday of each month at 9:30 AM instead of Friday at 1:30 PM?*

It is agreed that the third Thursday of every month at 9:30 to 10:30 is a better time for all to meet.

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2. *Review by-laws - finalize copy*

A draft of by-laws created from the template that we reviewed at the January meeting was distributed. Several examples of other Staff Councils from other universities were also distributed.

There were some wording changes to the draft discussed.

### ***Article II: Mission:***

- The Mission statement drafted at the first Council meeting:

**Our mission is to represent the CAUP staff in a participatory role in the College, giving voice to the interests and issues of the staff community. The council will foster collaboration and communication between the departments of the college. The council will preserve and promote respect, integrity and excellence in all aspects of the CAUP college community.**

will be amended to:

**Our mission is to represent the CAUP staff in a participatory role in the University and the College, giving voice to the interests and issues of the staff community. The council will foster collaboration and communication between the departments of the college. The council will preserve and promote respect, integrity and excellence in all aspects of the CAUP college community.**

- The "goals" section of the by-law draft was similarly amended from:

Council will be a vehicle for addressing global, College-wide issues, and will refer staff to proper channels when more personal issues arise.

to:

Council will be a vehicle for addressing University- and College-wide issues. The Council will refer staff to proper channels when more personal issues arise.

### ***Article III: Membership***

- In the section on membership the criteria for eligibility was changed from

Membership is open to classified and professional staff in the College of Architecture and Urban Planning.

to:

Council membership is open to classified and professional staff in the College of Architecture and Urban Planning.

- The word council was similarly added to the next sentence before the word members.

### ***Article IV: Officers***

- Instead of "One council member will volunteer to take minutes" the council voted to change this to "Meeting minutes will be taken on a rotating basis (excluding the chair)."
- Under the "Duties of the Chair," a fourth responsibility was added:

d. Distribute approved minutes to the Dean and the College Administrator.

### ***Article V: Elections***

Issues were brought up for discussion:

- One year term too short?
  - Should the term be two years?
  - Would one at-large member then serve three years?
- Representatives from CAUP Computing, CAUP Development, and Lighting Lab?
  - Input is important from these diverse groups
  - How to determine which groups get representatives?
  - There is not yet agreement between the council members on this issue.
  - Recall discussion at January meeting about a representative from the Dean's Office being elected to the Council. Council decided at that time to clarify this with the Dean in person.
- Role of the Council?
  - Advisory? Will the council be consulted if major changes are made in the College?
  - Communication?

It is decided that the Council will schedule a meeting with Dean Friedman to clarify some of the issues that are making it hard for the Council to move forward. Three potential dates were chosen. Shanna will contact Sandy Houser to schedule this meeting with the Dean, which will take place in Gould Court and will be an hour long.

Issues to clarify with the Dean:

- His vision for the council
- The council's role
  - Advisory?
  - Communications?
  - Events and functions such as the retreat?
- Whether the Dean's office should be represented as a group on the Council?
  - Architecture, Landscape Architecture, Urban Planning, and Construction Management are each represented by an elected council member
  - The Dean's office which has at least 15 staff members (Development, Computing, VRC, Office, plus) is represented only by the at-large council members
- Whether other units within CAUP should be given specific representation on the Council?

The by-laws review was postponed after this discussion. It will be continued at the next regular meeting of the Council on March 22, 2007, in Gould Court from 9:30 to 10:30 AM.

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### *3. Minutes - copy to Dean?*

The minutes of the January 25<sup>th</sup> meeting are not approved.

The minutes from January's meeting will be re-sent to all council members electronically. Any comments or edits should be done electronically (not printed out each time) and the e-mails should be sent to all so we can vote on the changes. It is agreed that majority will rule on the edits of the minutes.

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### *4. Staff Survey*

It is decided we will talk about the survey at our next regular meeting of the Council on March 22nd. Electronic copies of the survey examples brought to the meeting will be distributed to the Council by e-mail.

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### *5. Retreat - what do we want out of this event?*

This item is tabled for next meeting.

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### *6. Next Meeting?*

The next meeting of the Council will be March 22, 2007 from 9:30 to 10:30 AM in Gould Court.

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### *Miscellaneous items:*

- Theresa mentioned that the College is moving back to Architecture Hall possibly the first week of August, ahead of schedule.
- Shanna informed us the Rome Dinner is scheduled for April 27th (Friday).
- Roz brought up an upcoming film festival at Kane Hall.

**Meeting adjourned at 11:45 AM.**

Minutes submitted by Heather Seneff, March 12, 2007