

College Staff Council Meeting Minutes Thursday, December 20, 2007

Present:

2007 Council Members: Shanna Sukol (Arch), Theresa Taylor (CM), Chris Moorehead (Dean's Office), Heather Seneff (At-Large)

2008 Council Members: Jean Joichi (Arch), Allen Jennings (Dean's Office), Vicky Reyes (Landscape), Heather Seneff (At-Large), Rachel Ward (At-Large)

The meeting began at 9:30am. Rachel volunteered to take minutes.

Agenda:

- 1. Welcome new 2008 CAUP Staff Council! Next Steps?**
- 2. Approve 12/7 minutes.**

New members were greeted. 2008 members were identified as Jean Joichi (Architecture), Roz Edison (CM), Allen Jennings (Dean's Office), Vicky Reyes (Landscape), Sue Letsinger (UDP) and Rachel Ward (At-Large). Heather Seneff will be continuing her appointment as a two year At-Large appointee.

The Staff Council binder was give to Heather for safe keeping until a new Chair is established at the first 2008 meeting.

Chris volunteered to continue posting minutes on the Council website and asked that the minutes be labeled as "Official."

The 2007 council members reviewed a few operating items for the 2008 members.

- A Chair will need to be chosen. Shanna as current Chair reviewed some of the duties of that position. The Chair is responsible for meeting reminders, setting up un-schedule meetings and for getting approval of council minutes. The Chair does not take meeting minutes.
- Minutes are taken by other council members. This is revolving and on a volunteer basis.
- Snacks are brought by council members to meetings.
- 2007 met every third Thursday of the month at 9:30 for approximately an hour.

Ideas for the next year's agenda:

- Shanna mentioned another retreat? To be considered and to consult with the Dean.
- Heather suggested a continuation of quarterly brown bags? Might need to be coordinated with Peter with relation to staff meetings.
- Shanna suggested the continuation of monthly meetings. Vicky thought that maybe quarterly meetings would be possible. Theresa and Shanna thought the amount of work to be done would be too great for that little number of meetings.
 - Retreat plans
 - Event work such as Recognition Day and Staff Awards.
- Shanna suggested a review of the 2007 minutes and retreat issues.

- Heather suggested a follow-up with the Dean about having a staff council representative on the Executive Committee.
 - Shanna thought that the Chair might be the likely candidate to act as representative. Heather thought that a default should be established in case the Chair was unable to attend or that the representative be established on a rotating basis.
 - It was clearly agreed by all that this representative would act as a participant and not as a note-taker/secretary for the Executive Committee.
- Jean asked about whether a date had been established for the next meeting.
 - It was suggested that the 2007 council schedule (third Thursday of every month at 9:30am) be retained for the next year.
 - Jean suggested 11am to work around her advising schedule.
 - It was agreed that the next council meeting would be held Thursday, January 17, 2008, at 11am.

Review of 12/7 minutes

- Rachel identified some changes to the 12/7 minutes.
 - Meegan McPherson's name was incorrect and should be Meegan Amen.
 - Clarification of the office roles for Meegan Amen and Kerstin Verdina. Meegan will be doing facilities and travel work. Kerstin will be doing office support, editing, distribution of College communications, copier, supplies, and reception.
- December 7 minutes were approved with edits.

New Items

- In reference to the 12/7 minutes, Rachel notified the council that the Provost had vetoed the College name change to College of the Built Environment and that the new suggested name was College of Environmental Design and Construction (CEDC).

The next scheduled meeting of the 2008 Staff Council will be held Thursday, January 17 at 11am in the Coffee Shop seating area. There were no volunteers to bring treats.

Meeting adjourned at 10:05am.