**2016-2017 STAFF COUNCIL**

**Meeting Date: January 17th, 2017**

**Meeting Location: Library Conference room 302**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Millie Dempsey, Chair | P | Darryl Richardson |
| P | Evita Shinholster, Vice Chair | P | Cindy Purcell |
| P | Brenda Deal, Treasurer | P | Kristy Johnson |
| P | Brittany McClure, Secretary | P | Drew Bruton |
| P | Daniel McDonald, Chair Emeritus | P | Wanda Johnson |
| P | Cassie Martin | P | Laverne Renfroe |
| P | Michael Watson | P | Sara Cordova |
| P | Hayley Dingess |  |  |
| Guests: | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| Agenda Topic | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| 1. **I. Call to order** | Meeting called to order by Millie Dempsey at 2:35 p.m. |  |  |
| 1. **Approval of Agenda** | Motion: All |  |  |
| 1. **III. Approval of Minutes** | Motion: All |  |  |
| 1. **IV. Treasurer’s Report** | Operating Budget of $3,000. New balance of $645.12.  Foundation Account of $2,500. New balance of $2067.06.  Staff Development Budget of $7,000. New Balance of $3757.00 | Brenda predicts that the Foundation account will be spent down. |  |
| 1. **V. Old Business** |  |  |  |
| 1. **T-Shirts** | Millie will pass t-shirts out at the end of the meeting. |  |  |
| 1. **Celebration of Excellence** | In past meetings, Millie provided a timeline for Celebration of Excellence. The Celebration of Excellence is in April, and Staff Appreciation is in May. | Please contact Wanda if you wish to volunteer. |  |
| 1. **Executive Committee Nominations** | **2017-2018 Staff Council Nominations**  **Chair**- Evita (elected)  **Chair Elect-** Darryl Richardson & Wanda Johnson  **Secretary-**Michael Watson & Hayley Dingess  **Treasurer**- Laverne Renfroe, Michael Watson, & Cindy Purcell | Bylaws committee will meet with each nominee to see if they accept their nomination. Elections will be held next meeting. |  |
| 1. **Volunteers for Service Recognition Ceremony** | HR is putting on the Service Recognition Ceremony on Friday, Feb. 17th at 3:30 p.m. in Russell Auditorium.  *Volunteers:*  Cindy Purcell, Brenda Deal, Darryl Richardson, Sara Cordova, Wanda Johnson, Hayley Dingess, Drew Bruton |  |  |
| 1. **Cookies & Cocoa Event** | The Cookies & Cocoa Event was a success! Thank you everyone those who attended. We will know next time to order more cookies. |  |  |
| 1. **New Business** |  |  |  |
| 1. **Staff Council Officer Elections** | Six people are rolling off this year, and we will need to nominate and elect new positions based on the correct representation from the university census. | The Bylaws Committee will determine positions from each division. |  |
| 1. **Daycare Update** | The childcare development center was approved by USG. In February 2017, they will begin the hiring process with the expected open date sometime in August 2017. It will be located near the Board of Education building. There have been rumors that the school will take 40 children and will resemble a Montessori school. |  |  |
| Standing Committee Reports |  |  |  |
| Executive Committee | The Executive committee met the previous week and discussed agenda items, bylaw changes, and staff development. |  |  |
| Bylaws Committee | No meeting/updates | Bylaws Committee will meet after this meeting. |  |
| Staff Development Committee | No meeting. $1,188 has already been spent using Spring Semester funds. Cindy needs to contact Anna Lumpkin about the last CPR invoice. A FrontPage announcement should be sent regarding the staff development deadline in April. |  |  |
| Special Projects Committee | No meeting. |  |  |
| Communications Committee | No meeting. In January, the Communications Committee created a Staff Council Facebook page. | The Communications Committee will work on posting survey results and conducting the random Einstein’s drawing. They will partner with the Special projects Committee in promoting future events. |  |
| 1. **VII. Announcements** | N/A |  |  |
| VIII. Adjournment | Motion: Sara Cordova  Second: Brenda Deal  Adjourned at 3:11 p.m. |  |  |

**Distribution (as determined in committee operating procedure – one possibility given):**

First: Send to Staff Council members

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STAFF COUNCIL**

**Committee Officers: Millie Dempsey, Evita Shinholster, Brenda Deal, Brittany McClure, Daniel McDonald**

**Academic Year: 2016-2017**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Meeting Dates** | **8/16** | **9/20** | **10/18** | **11/15** | **12/13** | **01/17** | **2/21** | **3/21** | **4/18** | **5/16** | | Millie Dempsey, Chair | P | P | P | P | P | P |  |  |  |  | | Evita Shinholster, Chair-Elect | P | P | P | P | P | P |  |  |  |  | | Brenda Deal, Treasurer | R | P | P | P | P | P |  |  |  |  | | Brittany McClure, Secretary | P | P | P | P | P | P |  |  |  |  | | Daniel McDonald, Chair Emeritus | P | R | P | R | R | P |  |  |  |  | | Cassie Martin | R | R | P | R | R | P |  |  |  |  | | Michael Watson | P | P | P | P | P | P |  |  |  |  | | Hayley Dingess | P | P | P | R | P | P |  |  |  |  | | Darryl Richardson | P | P | P | P | P | P |  |  |  |  | | Cindy Purcell | P | P | P | P | P | P |  |  |  |  | | Kristy Johnson | P | R | P | R | P | P |  |  |  |  | | Drew Bruton | P | P | P | R | R | P |  |  |  |  | | Jordanne Cary | P | P | P | R | P | - | - | - | - | - | | Wanda Johnson | P | P | R | P | P | P |  |  |  |  | | Laverne Renfroe | P | P | P | A | P | P |  |  |  |  | | Sara Cordova | P | P | P | P | P | P |  |  |  |  | |

\*Member excused and sent an alternate \*\*Meeting Cancelled

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Including this Approval by chair at committee discretion