Minutes of Wednesday, June 18, 2014

Quorum and Call to Order

Chairperson Melissa Harper called the CTS Staff Council Meeting to order at 2:00 p.m. in the Johnson Faculty Center. CTS representatives in attendance were Meredith Coffman, Todd Brucker, Melissa Harper, Chris Callow, Jaime Mayfield, Mary Christy, Joyce Loos, Wanda Lang, Susan Welker, Leann Stinson, April Sansagraw, Penny Rees and Stephanie Conley

Guests: Christine Beardslee, Michael King

Call meeting to order

Human Resources Report – Jim Cook
  • Jim Cook was unavailable for report.

Minutes from previous meeting approved by email and posted to website

Executive Committee Reports
Melissa (Chairperson’s report):

  Administrative Council:

  Tobacco Use Committee Report
    o Add signs, receptacles, benches, pavers, round tables to accommodate those who smoke
    o Move 4 designated areas to be more accessible
    o Adding 11 designated smoking areas
    o Communication—adding a map to Southeast Mobile App
    o Compliance—remain the same
    o Admin Council—sent back to committee. Admin Council wants to move toward a smoke-free campus. Jan 1, 2015 want new policy in place.
Branding Initiatives Update
- The consulting firm, Ology, was selected to develop the university’s brand and potential marketing strategies. Over the summer the firm will gather facts about the university (ex. Out of date logo). Then in the fall we will have meetings to discuss what was found.
- There will be a Skype meeting on July 8
- Representatives will be on campus and will hold focus groups as well as meet with the Administrative Council.

Review Board Agenda:
- Will be held June 26 at River Campus
- Will tour the new Hall
- AM—closed – salary, personnel, performance ratings, property, legal, etc.
- PM—Budget, Show Me Center, Creative Labs Incubator, Academic Programs

Leann (Vice chairperson’s report): none

Stephanie (Secretary’s report): none

Todd (Treasurer’s report):
- FY14 budget – please see attachment.
- There have been some Staff Day purchases that are not reflected on the budget today.

Standing Committee Reports
Budget (Todd Brucker): please see attachment.

Elections (Leann Stinson and Joyce Loos):
- Will meet in the spring.

Public Relations (Jaime Mayfield): none

Staff Development (Christine Beardslee):
- Melissa Harper discussed Staff Day. There were approx. 83 in attendance. Costs stayed under budget by $349.27

Compensation and Benefits (Rhonda Boone and Chris Callow): none

University Committee Reports
-AQIP (Theresa): The committee has not met.
- Athletics Committee (Melissa Harper): The committee has not met.
- Bookstore Advisory (Debbie McKee): The committee has not met.
- Equity Issues (Jaime Mayfield): The committee has not met.
-Facilities Master Plan Committee (Marti): The committee has not met. Ad-hoc committee which has not met in several years.

-Funding for Results (Fran): The committee has not met since December, so no current report.

-Information Technology (Leann): The committee has not met.

-LGBT Initiatives (Andrea Burns): no report

-Native American Culture (Mary Christy): The committee has not met.

-Staff Recognition Committee (Marie Steinhoff): The committee has not met; will begin meeting in September.

-Training Advisory Council (TBD): The committee has not met.

-Traffic Appeals Committee (Joyce Loos and Leann Stinson): no report

**Unfinished Business**

- Staff Day wrap-up
  - Melissa Harper
    - Attendance: 83
    - Budget—under budget $349.27
    - Praise—emails, stopping by office
    - Complaints
      - Vendor with children
      - Not as many people
      - Giving gifts all together
  - Ideas
    - Trivia Game something that can be scored because honor system did not work
    - Not having vendors—don’t want to spend money
    - Opening ice breaker, move tables and play a “get to know each other” competitive activity.
    - When getting a door prize, introduce self, how long worked here, something only a few people know
    - Maybe change date to hold during Pre Session
    - Count RSVPs and only set a few more chairs out so the room looks full
    - Entertainment options instead of vendors

**New Business**

- New Staff Orientation—Information Expo
  - Need Volunteers: Joyce Loos and Christy Beardslee volunteered
  - UC Ballroom July 24, 2014 11:30am-12:00pm
  - Provide information, have interaction regarding unit specific services, processes, and procedures
  - Star Punch—punch passport as new staff visit each booth. When all punched they are eligible to win a door prize.
Brainstorming

- Inventory—several people have items from past Staff Days, new staff orientations, etc. Need to come up with a central storage area, inventory list. Melissa will send out email asking that anyone with leftover supplies contact Christy Beardslee with that information. She will bring that list to the next CTS meeting in July.
- New CTS Employee gifts—tumbler cups from Staff Day with CTS information. These gifts would be inexpensive. Need to set a monetary amount for these gifts into FY2015 budget.
- Freshman T-shirts: does CTS need to remain as sponsors and pay money for these? Wanda will check on this and let CTS know.
- Need to develop new budget by July 1. Todd Brucker will be assisted by Meredith Coffman and Susan Welker to develop the budget.
- Certificates were given to those CTS employees who have been on staff 5 years.

Unit Reports & Announcements

- Wanda Lang said she is busy!
- Todd Brucker said since the end of the FY is coming, that deficits in departments need to be cleaned up.
- Michael King said that Extended and Continuing Education camps have started.
- Meredith Coffman said the Autism Center camps have started. They will not have a Director by the end of June.
- Susan Welker said the Kent Library is having elevator renovations. Bathrooms on first floor are becoming ADA compliant. Now have a 3D printer! Susan also asked about Graduate Students not being allowed at the Honors Program. Leann Stinson discussed her experience with it. Good discussion followed.
- April Sansagraw is busy!
- Melissa Harper said the Financial Aid office is busy with student loans.

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be July 16, 2014, at 2:00pm.