Staff Council General Meeting

Web-Ex

March 24, 2020

I. Call to Order

II. Approval of Minutes - Elizabeth Perez

III. President’s Report - Ben Soto
   - COVID-19
   - Elections
   - Employee Excellence Awards
   - Staff Council Events
     - Administration Professional Day Luncheon
     - Faculty & Staff Spring mixer

IV. Vice-President’s Report - Franklin Harrison

V. Treasurer’s Report - Cassie Eyring

VI. Committee Reports -
   - Benefits & Employee Development – Noelle Freese (Chair)
     - Plan EDD (March)
     - Establish and request volunteers (April)
   - Bylaws & Constitution - Luisa Buttler (Chair)
     - Schedule a cont. meeting to review Bylaws & Constitution (March)
   - Nominations and Elections – Michele Roth (Chair)
     - Confirm nominations w/staff, HR, & Supervisors (March)
   - University Relations – Alexandra Janney (Chair)
     - Send “Admin Day” reminder to President Miller, RSVP reminder emails, AV request, volunteer, order décor, gifts, catering, (March)
     - Administrative Professional’s Day 4/22 (April)

VII. Adhoc Committees
   - Annual Employee Luncheon – Liz Perez (Chair)
     - Distribute survey for A.E.L 2020. Reserve date/venue for Next A.E.L (March)
   - Dorothy Yeater Scholarship – Cassie Eyring (Chair)
     - Order Admin Day gifts by 3/15 (March)
     - Start marketing & Admin Day Sales by 4/1 (April)
   - Employee Excellence Awards – Franklin Harrison (Chair)
- Order Awards, Coordinate Payroll, Certificates signed by President, Award Ceremony (April)

VIII. Old Business
IX. New Business
X. Adjourn