

**MINUTES OF CSU STAFF COUNCIL MEETING**  
**Thursday, April 7, 2011**

**I. ATTENDANCE**

Members Present: Bethany Yandell, Kat Cannella, Nicole Lee, Debby Mayo, Dana McGlon, Marlena Mobley, Mack Ragan, Patsy Redmond, Libby Smith, Liza Smith, Rita Snell, Norman White, Eddie Woodhouse, Nicole de Vries

Excused Absences: Patti Brooks, Christine Murphey, Crystal Jones, Laurie Jones, Kimberly Riley, Takeia Mosala, Jay Knape, Christopher Bryant

**II. APPROVAL OF MINUTES**

The minutes were reviewed and approved.

**III. CALL TO ORDER**

Kat Cannella presided over the meeting and called the meeting to order at 10:00 AM.

**III. FINANCIAL REPORT**

Book Scholarship - \$720.94

Foundation - \$130.44

Concerning the book scholarship, Chris met with the committee earlier this semester and they mapped out a plan. He then could not work on this due to duties on his job and this got behind which he apologizes for. In light of this, he has already planned to advertise the book scholarship for summer semester. He said that if we do not have any staff attending school during the summer, he would go ahead and make a recommendation to the next staff development and book scholarship chair.

**IV. COMMITTEE REPORTS**

**A. WELCOME COMMITTEE**

Kat reported in Laurie's absence that there will not be another welcome tour until late summer or fall.

**B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE**

Chris Bryant reported via email to Kat that Michelle Pevitt is going to present a lunch-n-learn session on April 20 from 12:00-1:00 in Schuster 101 (next door to the Center for Career Development) about Ultimate Couponing. Michelle has really become a master of couponing during these challenging economic times and Chris thought that maybe, others would like to know how they could save money as well. Two weeks following Michelle's presentation, CB&T has been scheduled for May 4 from 12:00-1:00 in Schuster 101 to present a lunch-n-learn titled "Budgeting in Today's Economy". Haley Merritt from CB&T will be our presenter. In addition, Chris will talk with the staff council committee about the Professional Development Consortium. Chris thinks this would be an outstanding opportunity for staff.

**C. ELECTIONS COMMITTEE (Libby Smith, Dana McGlon, Kat Cannella)**

No report at this time. Committee will meet after this meeting.

**D. STAFF APPRECIATION COMMITTEE**

Last year we went over budget partly due to faculty showing up for this event. Marlena consulted with faculty senate to possibly get them to help us fund raise for this cause but they said they could not because they had no budget. The next fundraiser will be held May 13 in the cafeteria and the price will be \$1.50 per person. They plan to sell hot dogs. Marlena will also plan to approach Dr. Hackett who is the interim provost to see if he would be interested in co-funding this event to cover any faculty attending.

**E. FUNDRAISING COMMITTEE**

Liza reported that they plan to host an indoor yard sale and there will be a \$10.00 minimum which will cover two tables. Any additional tables will cost \$5.00 each. They are planning this event for April 30.

**F. STAFF SERVICE AWARD COMMITTEE**

Laurie reported via email that our employees for the quarter for 2010 are Cindy Hicks, Darlene Cooper, Shelby Freeman, and Tinsley Hembree. Laurie would like to get the Cougar Pride Award Committee together in person or e-mail soon to select an employee of the year. We're having our employee service award ceremony April 20 at 3:00 and we can present the employee of the year at that time. This is the event that they present awards for years of service and to this year's retirees; the quarterly winners as well as the annual awardee will also be recognized. They had a couple of nominations for the first quarter of 2011 and are sending out a "last call" for nominations to be considered for the first quarter of 2011 and maybe they can select that awardee as well by next week.

**G. ENVIRONMENTAL COMMITTEE**

A motion was called and approved to dissolve the Environmental Committee and have Nicole de Vries who is a member of the Sustainability Committee report items of interest or concern to Staff Council by adding any items to the Staff Council agenda under new business.

## V. OLD BUSINESS

### A. SHARED GOVERNANCE UPDATE

Jay Knappe and Nicole de Vries met on Thursday afternoon and to follow is what they came away from the meeting with.

As to the issues Staff Council should review:

- Anything that effects administrative procedure and their processes
- Staff personal issues
- Any policy changes that impact staff
- Any other topic on which the Executive Committee of the Senate thinks that the council should comment.

As for the number of staff that should be on the University council:

- Must be some rational as to how many positions there are.
- Recommend that staff representation come from or be made up of individuals from these areas: UITS (technology), Enrollment Services, Athletics, Students Affairs, and Administrative personal.
- Staff Council should recommend the representatives that are on the University Council.

That was the two main topics that Nicole and Jay talked about. If anyone has any comments or suggestions, contact Jay Knappe over email.

## VI. NEW BUSINESS

### A. REVIEW/UPDATE BYLAWS

This has been tabled until after the new officers have been voted in.

### B. ELECTION NOMINATIONS

Previous chair elect, Nicole Lee, had to step down from her Chair Elect duties due to responsibilities from her job. The following were nominated to serve as officers and committee chairs.

#### Officers

Chair: Jay Knappe

Chair Elect: Nicole de Vries

Secretary: Christine Murphey

Treasurer: Christopher Bryant

#### Committee Chairs

Welcome Committee – Laurie Jones

Staff Development and Scholarship Committee – Christopher Bryant

Staff Appreciation Committee – Kendall Purvis

Fundraising Committee – Bethany Yandell

Staff Service Award Committee – Laurie Jones

### C. ADDITIONAL WEBMASTER

Nicole Lee has been partnering with Jay Knappe to serve as an additional webmaster for staff council but can no longer serve. Christine Murphey will be approached to help Jay Knappe with Nicole de Vries as a backup.

## VII. ANNOUNCEMENTS

- Debby Mayo announced a fund raiser for William Mallet who has been diagnosed with cancer and given 12 months to live. The money from the fundraiser will be used to send him for additional treatment at a cancer clinic in Texas. He is officially medically retired right now. Kat Canella will bring a card for staff council to sign and to be presented to him.
- Nicole de Vries announced the Honors Convocation Friday the 15<sup>th</sup>.
- Kat Cannella announced the Employee Service Award will be presented April 20<sup>th</sup> at 3:00.
- Eddie Woodhouse announced that we applied for and were awarded 1.8 million in Sustainability Stimulus Funds. He also reported that we now have 35 contracts to install LAD lighting and solar panels which will save the university a lot of money.
- Wear Jeans to Work to benefit for American Cancer Society. Relay for Life - donate \$5 to the American Cancer Society and wear jeans to work! Choose any day(s) before May 13<sup>th</sup>. Pay by cash or check-make checks payable to the American Cancer Society. Contact Byrnn Dillon at 568-5370 or [dillon\\_brynn@colstate.edu](mailto:dillon_brynn@colstate.edu). Please ensure that participating in this program does not create a conflict with the professional dress requirements of your department. Please check with your supervisor.

Meeting adjourned at 11:00 am

Respectfully submitted by  
Dana McGlon