**Arts & Sciences Staff Council**

**Meeting Minutes for September 9, 2011**

**1645 Patterson Office Tower**

Present: Sarah Condley, Andy Johnson, Kari Burchfield, Kim Clark, Kim Reeder, Megan Chapman, Justin Conder, Kirsten Turner

Meeting called to order @ 2:30 pm.

1. Duties of Staff Council Reviewed. Purpose of the Staff Council Reviewed.
2. Chair decided on: Kari Burchfield. Unanimous vote.
3. Co-chair decided on: Sarah Condley. Unanimous vote.
4. New Recorder/Scheduler: Justin Conder.
5. May Minutes approved unanimously.
6. August Minutes approved unanimously.
7. Staff Council decides to continue with Mentor Program, something we will be discussing/monitoring throughout semester. The applications for the program will be out again at the next Spring Appreciation. Here are the Mentor Groups:  
   - Derek Eggers – Kristen Turner

* Jame Wheeler – Nicole Keenan
* Naomi Norasak – Liliana Drucker
* Kelly Salyers – Kathleen Harman
* Eva Hicks – Debbie Burton

1. One Staff Council vacancy filled by Justin. Another will need to be filled by a representative from the Natural Sciences. Send word to all departments in Natural Sciences that we are looking for nominations.
2. Fall Staff Appreciation Luncheon: We are requesting a budget for this (submitting the same from last year, including the budget for the Mentor Program). Kari will send last year’s budget around for everyone to take a look at it. We decided on November 4th as the day of the luncheon. Different methods discussed of getting people to mix together and meet staff members outside their own departments. Chinese theme suggested. Team games and/or ice breakers such as hand out cards discussed as possible ice breakers. Kim R. contacting Brenda Parker to make sure space is available for this day. Broad overview of food catering discussed.
3. Fall Service Project: Pros and cons of Donated food items for God’s Pantry versus the Bear drive discussed. God’s Pantry decided upon. Sarah will seek permission from John Herbst for this. The drive will take place during the month of November.
4. Plaque for Outstanding Staff: This has been misplaced since the flood; Megan is looking to recover it. Once found/replaced, we will need to add names on it for last years.
5. Committee Proposal for Pilot on “Staff Sabbatical Leave Program” – alternatively, “Staff Educational Leave Program.” This would enable staff to submit a proposal for skill enhancement he/she could gain within a leave time. Officials would need to sign on to it. Issues like who would cover the staff (STEPs, etc.) and payment implications would need to be addressed. A term of service would be required (6-7 years as staff member). A proposal is requested from the committee on this potential pilot after researching it.
6. Committee Proposal for Institute Internship Program: This proposed program would be for interns, a lot of whom are out of the workforce and have been for some time, and are looking to get back in and improve their resume. Committee can focus on how such a program would be designed by looking outside of the UK system.
7. Concluding Remarks? None.

Meeting Adjourned @ 3:40 pm.