

Staff Council Meeting Minutes for November 18, 2005

Submitted by Kathy Coppola November 21, 2005

Present: Stefanie Lorenz, Diana Goodnight, Linda Bielewicz, Marsha Shaw, Cathy Archer, Cheryl Little, Oleatha Love, Kathy Coppola, Anna Kiser, Anna Chaplin

The meeting was called to order at 9:40 a.m.

New Business

Craft Show Update:

Anna and Linda reported they were very pleased with the support we received. We had five Student Ambassador's that helped out this year. To show our appreciation we will present them each with a \$20 gift card to Texas Road House. We did have some complaints from vendors about the book store being open. Since we can no longer have a raffle we need to think about ideas for next years door prizes.

By-Law Committee Update:

Stefanie reported there were no changes or revisions. Therefore the Council voted to accept and Kathy will upload to the Staff council website.

Web Committee update:

The Web committee did not meet so there is no update.

Scrapbook Committee update:

The scrapbook committee met and are still in the process of gathering photos and labeling. Stefanie said there are many archived photos in the library. A suggestion was made to have a scrapbook demo done for the Council as a group. Tara knows someone who she can contact. Maybe the end of January or early February.

Wheel Chairs and Lockers:

Staff Council purchased two new wheelchairs from Moore's Drugs, which have been placed in the Kelley Center and in the Main Building. A thank you to Jerry and Diana who lettered each chair. We will obtain five more used chairs from the VA Hospital next spring.

Diana will get a proposal to Chancellor Person regarding the lockers. We are hoping we can have them in place by next fall.

Katrina Disaster:

Several thank you cards were sent from the recipients of our donation. They were passed around and will be put in our archives.

Staff Council shirts

Anna Kiser suggested the Council buy member's one shirt per year. It was suggested that we change vendors and get a couple of quotes. Also, there is an issue with sizes some of the shirts run very big. The council would like to design a new logo to put on our shirts.

Plastic Bag Prices

A suggestion was made to purchase bags to be handed out at next years craft show which can be used to help count attendees as well as be used for the welcome bags for new staff. We would like to use our new logo so we will not order until the logo is designed.

Forms

Kathy took training to learn how to create forms on the web. In the future we can use this on our Staff Council website.

Archiving Staff Council Records

We are in the process of meeting with the Library staff to learn how to archive our records. Bloomington will be sending someone in December to show us how to properly archive. We have been told that we are the first group on campus to take this initiative.

Scanner

A suggestion was made to the council to purchase a scanner to scan photos and for archiving purposes. Kathy will check with IT regarding rules and will get quotes to bring to the council in Janaury.

The meeting was adjourned at approximately 11:45 a.m.