



**STAFF COUNCIL EXECUTIVE COMMITTEE
MEETING
AGENDA
SEPTEMBER 10, 2008
BAKER HALL 154R**

**Staff Council Executive Council Meeting
Sept 8, 2008**

Call to order

Treasurer's report - \$583. for August.

No monies deposited yet.

Kennywood - \$19,000 moved from last month paid invoice for \$50,000.

Kennywood hit the books for August.

Attendance Issues

Since we are in the beginning of a new year, we are yet to have issues regarding attendance

Qatar – committee involvement

Discussion regarding committee Involvement in Qatar. They have two committees currently, Benefits and Events. The chair/executive committee can add and subtract committees as necessary. Melanie stated she could work with Shams to have their committees listed on our website.

Jen read from the constitution to determine the current position on the status of placing the Qatar representation on the Executive Council since they have committees in place that they currently chair. Shams will send Melanie content for the website. Shams and Darby would then have voting rights on the Executive Committee. Shams talked about some concerns for the Executive Meeting since the time difference is a day ahead and in the evening when we meet. Discussion of moving the general council meeting to Tuesday during lunch (12-1) During the August General Council meeting, this was asked of members of General Council. At this time, we are looking into possibility of shifting the days to accommodate the Qatar campus representatives for inclusion in our meetings. We will keep September as is consider the move the meetings to the third Tuesday of the month.

Discussions to consider moving the Executive meeting to Wednesday at 9:00 am -10:30 am would support the addition to Qatar representatives to our Executive Committee. Jen ask those in attendance if they would have a problem with the adjustment to an earlier meeting time. Those in attendance did not have issue with changing the time of the meeting to the 9:00 am timeslot. We would look into the ability to change the meeting time and room request change.

Reminders:

Server - [\\andrew.ad.cmu.edu\depts\StaffCouncil](http://andrew.ad.cmu.edu/depts/StaffCouncil)

Qatar was able to map without a problem. If anyone has difficulty mapping to the server, have your administrative DSP help.

staff-council@andrew.cmu.edu email/b-board for officers – Please encourage all staff members to use this email address to contact Staff Council but email addresses to individuals will be linked on the website

If you click on the officer's name, it will send them email.

official. staff-council = Public board for Staff Council reps and constituents - Please really encourage all staff members to subscribe to this b-board for Staff Council news and information.

Staff Council Oracle calendar – two groups = Staff Council Representatives and Staff Council Executive has been updated. Please let me know of additional dates to add like Food Drive. (Food Drive Nov 3-14)
If you have new committee, members send to Melanie to adjust the website.

Updating the website – please keep your committee member list updated. Send Melanie an email with an updated list of committee members and any website revisions.

Housekeeping:

Letters out to supervisors

Joseph compiled a letter to the supervisors of new members who joined council this year.

We need to fill representation for five divisions. End of this month middle of next month we are moving towards that process.

Appointments:

ADA – Megan McCormick

Administrative Assistant – Tanya Ross

Andy Awards (Friday, September 12 from 12-1 in McConomy) – Dolores Matthews, Maureen McCarthy, Susan Javorski, Krista Campbell, Audrey Portis, Adam Rauf, and Lindie Droulia

Deliberative polling – Leah Ericson

Dining – Dolores Matthews

Discipline – Barb Price

Faculty Senate – Kelly Mullins

Parking – Kenneth Chu, Melanie Jo Wroblewski and Joseph Pastorik

Parliamentarian/archivist – Katie Lambrou

Public Art – Melanie Linn Gutowski and Sally Gould

Webmaster – Melanie Linn Gutowski

Sexual harassment report/Ethics Reporting Hotline

Student organization advisors

Communications:

Newsletter

Audrey Portis created a Newsletter 'The Scoop' a two-sided newsletter that detailed current events, representation and other interests. The newsletter has been distributed to divisions and placed on the website.

Tagline and marketing tool & logo redesign

A discussion to create a marketing tool/ tagline and possible logo redesign, we may consider a logo contest to redesign the new logo. We did this in the past to come up with the current logo that we now currently have.

Shams talked about Facebook and using it as a marketing tool. Lindie mentioned Alumni Relations currently uses Facebook to reach their student audience to advertise events.

The group worked on stuffing envelopes for the Andy Award Certificate for years of service