

**Meeting Minutes – Tuesday, September 3, 2013, 2:30PM**  
**College of Arts & Sciences – Staff Council**  
**University of Nebraska-Lincoln**

Attendees: Donelle Moormeier, JaMel Ways, Denise Poehlman, Tom Danaher, Mark Nelson, Helen Sexton, Shawn Langan, Alicia Kimbrough, Jamie Longwell, Alycia Libolt, Sara Mattson, Kerry Vondrak, Patricia Fleek, Shea Svoboda.

1. The Staff Council decided that all future meetings would be held at 1:30PM instead of 2:30PM, as previously agreed.
2. Election of Officers
  - a. **Shea Svoboda** volunteered to take notes for the meeting minutes and was subsequently nominated as **Secretary** by Donelle Moormeier. Kerry Vondrak seconded the motion.
  - b. **Mark Nelson** volunteered to serve as the **Vice Chair**. There were no other volunteers or nominations, and nobody objected.
3. Liaison Recap – No issues or replies were received from anyone in response to the liaison messages sent out to CAS staff members by Staff Council representatives.
4. Committee Reports and Discussion
  - a. Networking Committee
    - i. Sara Mattson is serving as the Committee Chair.
    - ii. Jamie Longwell is working to schedule a tour of the new CB3 lab (Center for Brain, Biology, and Behavior) in East Stadium for any CAS staff. This is tentatively scheduled for October (or later), depending on the timing of furniture installation.
    - iii. Other committee events under consideration include a tour of Campus Rec this spring, and a question/answer session for new employees (Tom Danaher).
  - b. Professional Development
    - i. Mike O'Connor is serving as the Committee Chair. Other committee members include Mark Nelson, Shawn Langan, Helen Sexton, and Donelle Moormeier.
    - ii. Donelle Moormeier reported that no dates have been set for upcoming professional development events, but they have been discussing possible activities. Their next meeting is scheduled for September 23, 2013. Future meeting dates have been set through November.
    - iii. The committee has discussed continuing the SPARK discussion series, as it was well received this summer. They plan to starting scheduling these events again for mid to late September, and continuing them on a monthly basis.
    - iv. The Professional Development committee also discussed touring the CB3 lab, so they will work with the Networking Committee on their plans for this event.
    - v. They are considering inviting Sandra Stockall to do another presentation (Fish?). She recently gave a talk about LinkedIn for UNOPA, and also did a presentation called "Communication is a Contact Sport" for CAS staff in April.
    - vi. Potential "Show & Tell" events on technical subjects such as Excel, Word, UNLcms, website editing, and so forth.
    - vii. In addition to local topics, they are also looking in to hosting a session to watch and discuss a webinar from the American Management Association.
    - viii. This committee discussed the possibility of having a CAS Staff Council booth at the UNL Health Fair.
    - ix. Lori Byrne contacted Mike about joining their committee.

- c. Communications
  - i. Kerry Vondrak is serving as the Committee Chair.
  - ii. Newsletter went out recently – positive comments received. She thinks it is worthwhile, and people indicated that they enjoyed seeing the bios. Someone expressed an interest in joining the staff council, and she was referred to a committee (Beth)
  - iii. The next newsletter will feature Donelle and her tractor parades, an employee feature written by JaMel about a randomly chosen employee from a list of all CAS staff, staff development opportunities, and possibly a list of new hires. This will be a mid-semester edition, to be distributed in October.
  - iv. The website will be updated with expanded information about each of the committees, with including minutes of each committee who wants to share notes from their meetings. Alicia recommended that we list the committee members for each committee on the respective committee’s page on the website. Mike is going to change the tag line on the website and add the words Arts & Sciences to the H1 title. Suggestions and ideas for additional changes to the CAS Staff Council website are encouraged; please share feedback with any committee member.
  - v. Brainstorming about a welcome packet for new employees in the college.
  - vi. Increasing attendance at events through better communication.
  - vii. Discussion of cosponsoring events with other departments to leverage funding.
- d. Recognition
  - i. Tom Danaher discussed the Applause award.
- 5. Update on October Meeting with Interim Dean Steve Goddard
  - a. Alecia discussed plans for Interim Dean Steve Goddard to meet with the Staff Council. She suggested that the council be prepared to discuss what Staff Council is and what we do. She hoped that a draft calendar of events for the year could be presented to the dean for his review.
  - b. In conjunction with the development of a draft calendar, Alecia encouraged committees to estimate the costs for all activities planned so that a budget can be created for the staff council.
- 6. Miscellaneous Ideas & Open Discussion
  - a. Kerry Vondrak encouraged staff council members to continue bringing creative ideas to the table. She wants to keep ideas flowing. If an idea comes up in a committee and it is not applicable to that group, please forward those ideas to the council at large.
  - b. Mark Nelson reported that the CAS Advising Center has hired a new academic adviser, Doug Pellatz Jr. Doug comes to Arts & Sciences from the Athletic Department, and his liaison areas are Communication Studies, Sociology, and Political Science.
  - c. Sara Mattson has new position; she is now a Grants Specialist in the Oldfather Business Cooperative, but it still working with ANDRILL.
  - d. Shawn Langan announced that the first open house at the Behlen Observatory will be held on Friday, September 13<sup>th</sup>, 2013 from 7:00PM to 10:00PM. The event is free for kids, and homemade cookies will be available. An announcement will be coming out in UNL Today.
  - e. Kerry Vondrak announced that Chemistry Day will be held on Saturday, September 28, 2013. The event is open to high school students who are interested in chemistry. The event is free of charge and they will have giveaways for scholarships to high school seniors.
- 7. Meeting adjourned at 15:12. Next meeting will be held in Room 211 at the Schorr Center (South Stadium) at 1:30PM on Tuesday, October 1, 2013.