

Meeting Minutes – Tuesday, October 1, 2013, 1:30PM
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, Alycia Libolt, Sara Mattson, Kerry Vondrak, Shea Svoboda, and Beth Whitaker.

1. Chancellor's University Safety Committee (CUSC) – Beth Whitaker, Chair
 - a. CUSC holds two (2) open forums each year, and staff are invited to attend to share concerns or ideas to improve safety on campus.
 - b. CUSC offers a variety of training opportunities.
 - c. CUSC is attempting to increase awareness of safety issues on campus.
 - d. CUSC has a List-serv for email messages regarding safety on campus; anyone can join.
 - e. Beth shared a snapshot of a recent survey
 - f. Beth encouraged staff to work with others in their respective buildings to help develop a "Building Plan" that would include information for use in the event of an emergency.
 - g. Beth discussed the need for various types of threat assessment. There was interest expressed from CAS staff council members about the potential for a professional development session on this topic.
 - h. For more information, contact Beth Whitaker, CUSC Chairperson, at beth.whitaker@unl.edu or visit the CUSC website at <http://ehs.unl.edu/chancellors-university-safety-committee-cusc>
2. Staff Orientation Ideas
 - a. Sara Mattson and Tom Danaher discussed the idea of having an orientation session for new staff members to the College of Arts & Sciences. This could be a joint function of the Networking and Communications committees. The frequency could be once per semester or once annually. October was mentioned as a good month in order to get past August and the beginning of the semester. They indicated that there likely isn't time to get one planned yet this fall, so they will investigate options for a possible orientation in the spring term.
3. Budget
 - a. Kerry Vondrak presented a draft budget based on the information she received from committee chairs. There was some discussion about reflecting potential costs more accurately for several line items, and Kerry was going to make revisions accordingly.
4. Calendar
 - a. Printed copies of the calendar of upcoming events were distributed to those in attendance, Contact Kerry Vondrak for a copy.
5. Committees – Open Discussion
 - a. Networking Committee
 - i. Sara Mattson discussed the upcoming tour of the CB3 facility in East Stadium, which is planned for November 18, 2013. The promotional flyer is done.
 - ii. No plans have been finalized for events in the spring yet.
 - b. Communications Committee
 - i. Kerry Vondrak mentioned that the committee met and discussed the upcoming newsletter, including a Q&A with Donelle Moormeier. Vondrak plans to ask Alecia Kimbrough for a random name of a CAS staff member who could be interviewed for an article that JaMel Ways is writing.
 - ii. Prior to distributing the promotional flyer for the CB3 tour, we need to confirm whether an RSVP is necessary for participants.

- c. Recognition Committee
 - i. Tom Danaher indicated that he had been in touch with Alecia Kimbrough. She mentioned to him that there was only one person nominated for the Ovation Award last month, and they want to find a way to increase the number of nominations submitted. Tom found an old flyer about the award, and he will be sending it out with a memo to departments who have student workers.
 - ii. There was discussion about the idea of sending copies of nominations received for the Applause Awards to the nominees' supervisors so they could be used for performance evaluations. Tom explained that there is an issue regarding the award cycle, and that nominations don't expire immediately.
- d. Professional Development
 - i. Donelle Moormeier announced that SPARK sessions will take place monthly, beginning October 10th at 10:00AM. Mike O'Connor is working on the announcement.
 - ii. The committee is working with Sondra Stockall to plan a presentation ("Fish talk") sometime later this fall.
 - iii. The committee is interested in planning an event for the spring semester about LinkedIn. This will likely take place in April 2014, and will be done by a woman from SCC that recently did a presentation for UNOPA.
 - iv. Another potential event is a Situational Awareness Q&A session by University Police.
- 6. Update on November meeting with Interim Dean Steve Goddard
 - a. Alecia Kimbrough encouraged everyone to participate in the discussion.
 - b. The presentation will include highlights from each of the committees.
 - c. Kerry Vondrak is arranging the agenda.
- 7. Misc. Ideas – Open Discussion
 - a. Record number of attendees for Chemistry Day (132 people).
 - b. Kristy Hurley (HR coordinator for the A&S Business Cooperative) recently left.
 - c. JaMel Ways recently turned 40, and her department helped her celebrate by playing the game of Clue in her office.
- 8. Upcoming Events
- 9. Other Announcements
- 10. Upcoming Meetings
 - a. Next CAS Staff Council Meeting – November 5, 2013 at 1:30PM.
- 11. Meeting adjourned at 15:29.