

Meeting Minutes – Tuesday, December 3, 2014, 1:30PM
College of Arts & Sciences – Staff Council
University of Nebraska-Lincoln

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

1. Final Discussion on Safety Talk In February – Shawn Langan
 - a. Alecia Kimbrough mentioned a campus initiative regarding lab security. Shawn volunteered to follow up on this to explore potential involvement.
2. Survey Purpose and Questions from each committee
 - a. The following questions were suggested:
 - i. An open-ended question asking “what would you tell the dean?”
 - ii. What format would you prefer to receive news and updates from the CAS Staff Council?
 - iii. What days and times of day work best for you to attend events sponsored by the CAS Staff Council?
3. Committee Updates
 - a. Networking Committee – Sara Mattson
 - i. A “brown bag” event is being planned for sometime during the spring term. The following items will be discussed and/or distributed to participants:
 1. CAS Organizational Chart
 2. UNL Organizational Chart
 3. Common Acronyms
 4. UAAD & UNOPA Flyers
 5. Job Descriptions for members of the CAS Staff Council
 6. Welcome Letter / Invitation to the event
 - b. Professional Development Committee – Shawn Langan
 - i. Shawn Langan is taking over Mike O’Connor’s role as committee chairman for Professional Development.
 - ii. Safety Talk event is in the planning stages
 - iii. A presentation about LinkedIn, similar to one that was done for UNOPA members, is being discussed.
 - iv. SPARK presentations will be ongoing, but dates have not yet been set.
 - c. Recognition Committee – Tom Danaher
 - i. Efforts are ongoing to increase the number of nominations for the monthly Applause award.
 - d. Communications Committee – Kerry Vondrak
 - i. CAS Staff Council newsletter recently sent out.
 - ii. Mark Nelson recommended Rebecca Waldman as a staff member who could be highlighted in an upcoming issue of the newsletter.
4. January Meeting
 - a. Two people had indicated that they will be unable to attend the January meeting, but everyone else present said they were available, so the meeting will be held as scheduled.
5. Misc. Ideas – Open Discussion
6. Upcoming Meetings
 - a. Next Meeting – Tuesday, January 7, 2014 at 1:30PM in Room 1223 at Oldfather Hall.
7. Meeting adjourned at 14:28.