

Meeting Minutes – Tuesday, February 4, 2014, 1:30PM
College of Arts & Sciences – Staff Council
University of Nebraska-Lincoln

Attendees: JaMel Ways, Helen Sexton, Alycia Libolt, Sara Mattson, Kerry Vondrak, Shea Svoboda, Jamie Longwell, Tom Danaher, Shawn Langan.

1. Research Security Awareness - Shawn
 - a. This event, which is being organized by the office of the Vice Chancellor for Research on 2/6/2014, is already full.
2. Update on “Don’t Worry, Be Happy; Positive Psychology and the Art of Happiness” - Helen
 - a. This event was well attended.
 - b. The majority of attendees were female. It would be interesting to determine what percentage of A&S staff are men, and whether we’re getting a proportional number of male attendees at A&S Staff Council functions. If not, what can be done to diversify attendance?
 - c. Giving a brief overview about the Staff Council at the beginning or end of sponsored events may increase awareness and encourage involvement.
3. Flier Template in Various Formats – Shawn
 - a. The template for the A&S Staff Council event fliers is currently in an Adobe Illustrator document format, which limits the number of people who can create fliers due to the fact that most staff don’t have access to Illustrator.
 - b. Shawn suggested that an alternate version of the flier template could be created so that users without access to Illustrator could use another program like Inkscape or Microsoft Publisher instead. Shawn agreed to work on an alternate template.
4. Survey Update – JaMel
 - a. JaMel would like to send out the survey as soon as possible, and is waiting for final approval from Alecia Kimbrough.
5. Committee Updates
 - a. Professional Development Committee – Shawn Langan
 - i. This committee met briefly last month regarding their last two events.
 - ii. A presentation by Diane Siefkes about LinkedIn is tentatively scheduled for April, with a 45 minute talk, 15 minutes of Q&A, and 30 minutes of 1-on-1 time for a total of \$125.00.
 - b. Networking Committee – Sara Mattson
 - i. “Campus Rec tour was a total bust” in terms of attendance.
 - ii. New Employee Brown Bag event planning is ongoing.
 1. Survey should be sent out by February 24th and completed by March 3rd, so that an invitation can be sent out on March 10th, with the idea of having the event sometime between March 23rd & March 30th.
 2. Resources to be shared with attendees:
 - a. Phone lists
 - b. Website with staff council job duties
 - c. List of training opportunities (Shawn)
 - c. Communications Committee – Kerry Vondrak
 - i. Shannon Perry posted meeting minutes to Staff Council website
 - ii. A list of subcommittee members is being created to add to the website and aide in distribution of meeting minutes.

- iii. Newsletter articles are being written about the A&S Web Group (Mike O'Connor), UAAD & UNOPA, etc.
 - iv. Ongoing work on event fliers
 - d. Recognition Committee – Tom Danaher
 - i. This committee has not met in the last month, but they are reviewing Ovation & Applause award nominations.
 - ii. The committee is awaiting results from the survey to determine what kind of recognition staff prefer.
- 6. Misc. Ideas – Open Discussion
- 7. Upcoming Meetings
 - a. Next Meeting – Tuesday, March 4, 2014 at 1:30PM in Room 652 at Burnett Hall.
- 8. Meeting adjourned at 14:31.