

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

Attendees: JaMel Ways, Helen Sexton, Sara Mattson, Kerry Vondrak, Shea Svoboda, Shawn Langan, Patricia Fleek, Donelle Moormeier, Alecia Kimbrough.

1. Survey Results – JaMel Ways
  - a. Copies of the results from the online survey were distributed and discussed. A winner was drawn from those who submitted the survey.
2. Brown Bag Update – Sara Mattson
  - a. Networking Committee has scheduled this event for Thursday, March 27, 2014. The committee is compiling resources and planning the presentation.
3. Welcome Letter Update – Kerry Vondrak
  - a. Kerry Vondrak agreed to send out the Welcome Letter via email to new employees who started working in the College of Arts & Sciences within the last year. This responsibility will transition to the new Communications Committee Chair next year.
4. Elect New Vice President
  - a. Both Tom Danaher and JaMel Ways were nominated for the position of Vice President of the College of Arts & Sciences Staff Council, to fill the position being vacated by Mark Nelson who is planning to leave UNL.
  - b. Danaher offered to decline the position if Ways was interested.
  - c. After discussion of the impact on the Chemistry Department (home of current president Kerry Vondrak and also vice president nominee JaMel Ways), JaMel Ways was elected as the new Vice President, effective immediately, with no objections from any council members present.
5. Committee Updates
  - a. Communications Committee – Kerry Vondrak
    - i. New file formats for the A&S Staff Council event flyer template have been developed by Shawn Langan.
    - ii. The welcome letter has been written and will be sent to new staff.
    - iii. Future committee meetings will be scheduled at a different time to better accommodate members.
  - b. Recognition Committee – Tom Danaher
    - i. This committee has not met in the last month.
    - ii. Ongoing work with nominations for Applause and Ovation awards.
  - c. Professional Development Committee – Shawn Langan
    - i. Helen Sexton Contacted Diane Siefkes regarding a presentation about LinkedIn, which will be held on April 7 or April 8, at 2:00PM, in a classroom.
6. Misc. Ideas – Open Discussion
  - a. The council discussed the hiring of a Director of Marketing & Communications for the college, as well as the marketing plan being developed by external firm PhenomBlue. The strategy is scheduled to be complete by March 26<sup>th</sup>. The council agreed to follow the lead of the Dean's Office and wait to order any new "swag" items until after the marketing plan has been finalized.
7. Upcoming Meetings
  - a. Next Meeting – Tuesday, April 1, 2014 at 1:30PM in Room 1223 at Oldfather Hall.
8. Meeting adjourned at 14:28.