

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

Attendees: JaMel Ways, Helen Sexton, Kerry Vondrak, Shea Svoboda, Shawn Langan, Alycia Libolt, Alecia Kimbrough, Terri Pieper.

1. Survey Prize Update – JaMel Ways
  - a. Kerry and JaMel delivered a \$25.00 Walmart gift card to Pam Waldvogel in the Psychology Department.
2. Brown Bag Update – JaMel Ways
  - a. Twelve (12) new staff members attended the roundtable event.
  - b. The committee is planning to send thank you cards and evaluation forms to solicit their feedback for future events.
  - c. One suggestion made was to prepare packets with all of the handouts for attendees to reduce the amount of time spent waiting for people to pass each handout around the room.
3. Welcome Letter Update – Kerry Vondrak
  - a. Kerry Vondrak used the list she received from Sara Mattson to send out the welcome letter via email.
  - b. Shea's draft was edited to remove references to materials that have not yet been posted to the Staff Council website. We'll need to work with Mike O'Connor or Shannon Parry to get the website updated prior to the next batch of welcome letters.
4. Update on Spark
  - a. Mike O'Connor is handing off coordination of the Spark series to Shawn Langan.
5. Introduction of Terri Pieper, the new Director of Marketing and Communications for the College of Arts & Sciences
  - a. Terri introduced herself and gave a brief description of her background.
  - b. She discussed the strategic plan being developed by Phenomblue, as well as the website projects underway.
    - i. Messaging for the college, including guidelines and copy points for departments based on standards identified by Admissions for recruitment efforts.
    - ii. Documents being developed for departments in order to pare down heavy content areas by eliminating unnecessary content.
    - iii. Phenomblue will conduct 30-60 minute discovery meetings with departments to plan for development of new primary and secondary/tertiary pages, with the goal of being able to navigate to as many pages as possible in 2 clicks or less.
6. Committee Updates
  - a. Professional Development Committee – Shawn Langan
    - i. LinkedIn presentation scheduled for Monday, April 7, 2014.
      1. 3-part segment includes a 45-minute presentation followed by 15 minutes for questions and answers, and then 30 minutes for one-on-one work.
      2. Few people have signed up to attend thus far. Maximum capacity is 30 people.
      3. Patty mentioned that the flyer is an image, so you can't easily click the link.
    - ii. Shawn indicated that the committee is considering piggybacking on other events planned for August by inviting staff to sessions they might be interested in.

- iii. Alecia Kimbrough suggested that some staff might be less likely to attend events geared towards graduate students, and that it might make sense to do something separate for staff even if the content is similar.
  - b. Communications Committee – Kerry Vondrak
    - i. Need to get handouts and other content from the roundtable event posted on the Staff Council website.
    - ii. The next Staff Council newsletter is scheduled to be send out this month (April).
    - iii. The welcome letter has been sent to new staff.
  - c. Recognition Committee
    - i. This committee has not met in the last month.
    - ii. There has been a significant increase in the number of nominations received for the Ovation award, and those nominations are coming from a more diverse group of departments than in the past.
  - d. Networking Committee
    - i. This committee has not met since the planning for the recent Roundtable event.
- 7. Misc. Ideas – Open Discussion
- 8. Upcoming Meetings
  - a. Next Meeting – Tuesday, May 6, 2014 at 1:30PM in Room 256C at Avery Hall.
- 9. Meeting adjourned at 14:36.