

Meeting Minutes – Wednesday, July 9, 2014, 2:00PM
College of Arts & Sciences – Staff Council
University of Nebraska-Lincoln

Attendees: Kerry Vondrak, JaMel Ways, Tom Danaher, Alecia Kimbrough, Shea Svoboda, Shawn Langan, Helen Sexton, Lori Byrne, Jamie Longwell, Beth Whitaker, Jared Mills, Sara Mattson, Alycia Libolt.

1. Member Introductions and Welcome to New Members
 - a. Lori Byrne, Jared Mills and Beth Whitaker have joined the Staff Council.
 - b. Kerry Vondrak, Donelle Moormeier, and Sara Mattson are leaving the Staff Council.
2. Overview of Staff Council
 - a. Staff Council members discussed their interest in the Staff Council and their motivation for joining.
 - b. Kerry Vondrak described the roles of the Staff Council.
3. Committee Responsibilities
 - a. A representative from each subcommittee described what their committee does.
4. Committee Updates
 - a. Communications Committee – Kerry Vondrak
 - i. Shannon Parry is drafting a list of Modern Languages assets that would be available for use by other A&S departments, and this will be the beginning of the new Shared Resources List on the Staff Council website.
 - ii. Once the Shared Resource List and corresponding information has been posted to the Staff Council website, Mary Klucas can send a message to Chairs' Assistants asking for names of staff in each department who assist with event planning.
 - iii. Jamie Longwell will be the new chairperson for the Communications Subcommittee.
 - iv. Shea Svoboda set up a new shared folder on Box.com to archive documents and other files for the Staff Council. All Staff Council members should have access to this folder now.
 - b. Networking Committee – Sara Mattson
 - i. Planning for the annual Ice Cream Social is ongoing.
 - c. Professional Development Committee – Shawn Langan
 - i. The next Spark talk is scheduled for July 24th, 2014. Mike O'Connor will be presenting on Twitter.
 - ii. This subcommittee is looking for volunteers to present future Spark talks.
 - d. Recognition Committee – Tom Danaher
 - i. No news to report. Continuing to review Applause award nominations.
5. Secretary and Vice President Offices
 - a. Rules of Order specify that *"The election of the Vice Chair and Secretary will occur in September of each year to allow the new-member candidates a period of adjustment to the Council. The outgoing Secretary will serve until a new one is selected in September. The Vice Chair and Secretary candidates must be amongst the first year members. New officers must be serving in their respective position no later than the October meeting."*
 - b. Beth Whitaker expressed an interest in the Secretary position.
 - c. Jared Mills expressed an interest in the Vice President position.
6. Ice Cream Social – July 23, 2014 from 3:00PM to 4:00PM
 - a. Five (5) 3-gallon containers of ice cream have been ordered:
 - i. Two (2) Bavarian Mint

- ii. One (1) Cookies & Cream
 - iii. One (1) Chocolate
 - iv. One (1) Vanilla
 - b. Sara will pick up the ice cream from the Dairy Store.
 - c. Shawn is bringing 2 ice cream scoops, JaMel will bring the ice cream scoops from the Chemistry Department, and other Staff Council members are encouraged to bring their own.
 - d. Shawn will bring a water cooler and also a chest cooler for ice cream.
 - e. Staff Council members should wear their CAS polo shirts and Staff Council name tags. New members can get a polo shirt from the Dean's Office, and Mary Klucas will order name tags for all new members.
 - f. JaMel offered to draft a flyer promoting upcoming Spark talks and to recruit volunteers for Staff Council subcommittees, and this can be handed out to people as they wait in line for ice cream.
7. Discussion Items for meeting with Dean Francisco
- a. Alecia Kimbrough indicated that she would try to schedule Dean Francisco to attend a Staff Council meeting in either August or September.
8. Thanks to outgoing Staff Council members
- a. Alecia Kimbrough, Kerry Vondrak, and others thanked the outgoing members of the Staff Council for all of their service to the college.
9. Upcoming Meetings
- a. Next Meeting – Wednesday, August 13, 2014 at 2:00PM.
10. Meeting adjourned at 14:50.