

CAS Staff Council Meeting Minutes

July 8th, 2015 1:00pm – 2:00pm

In Attendance: Alecia Kimbrough, Helen Sexton, Alycia Libolt, Jared Mills, Thomas Danaher, Jamie Longwell, Beth Whitaker, Paige Glasshoff, Kara Brant, Bradley Nauman, Kate Shaner, Casandra Siefkes, Shawn Langan, Lori Bennett Baumli

Agenda Items:

-Welcome of new members

- Chair, Lori welcomed new members Paige, Kara, Brad and Kate and thanked them for becoming part of the council
- All members present introduced themselves

-Committee Updates –

Professional Development

- Microsoft IT academy will be presented to Alecia
- Pass it On Update – see below
- No events planned at moment, possible yoga “on the green”?
- Brief discussion on not designating all professional development events as SPARKs
 - Brief discussion on history and focus of SPARKs
 - Staff members presenting topic and affiliating discussion
 - Will categorize individual events as to their focus in the future
- Will take part in new member recruitment at Ice Cream Social July 28

Networking and Event Planning

- Ice Cream Social – see below

Staff –Recognition

- Summer, so no ovation nominees to review.
- Caught up with Applause award recognitions
- Sept – University-wide years of service awards – CAS staff names with 20+ years collected for Newsletter

Communications

- Will update webpage with change in CAS membership
- Start preparing for a fall newsletter

-New member drive

All members agreed to recruit new members during Ice Cream Social

-Chairpersons for 2015-16

CAS Chair – Lori

Subcommittees:

- Professional Development - Kara
- Networking & Event Planning - Jared
- Communications - Brad
- Recognition – Paige

Elections for open positions next meeting?

-Budgets

Each sub-committee's proposed budget is due to Alecia by the Sept 9th, CAS SC meeting

- **"Pass It On" workshop on June 9th** – How did it go? Thoughts for future workshops
 - Comments presented – mostly positive and encouraging CAS SC to sponsor more
 - Will revisit once Dean Francisco's diversity plan is announced

Upcoming Events:

-Ice Cream Social

- If you are available at 2:30 pm to help with set up, contact Alycia
- Beth received permission to loan up to 3 - 5 gallon water coolers to CAS SC for the event. She will arrange with Alycia delivery of them on July 27
- Networking and Communications will work together to produce flyers for new member recruitment, banner to identify as CAS sponsored event
- Alycia has the other needs of the event covered(?)

-Any other plans for anything upcoming?

- See Professional Development/"Pass It On"

New Business –

- Each subcommittee briefly presented their focus and pass activities
 - Beth will summarize the activities of the subcommittees for the past year, chronologically, present to past subcommittee chairs for editing, then distribute to all members – ASAP!
- Each subcommittee member was asked if they will be staying on or stepping down from their sub committee
- Upon Kara's request, CAS SC mission statement and Rules of Order will be sent to new members by Lori and/or placed in BOX and new members given access
- Lori thanked all members that are leaving the CAS for their hard work and efforts in the past two years making this a strong and productive council

Announcements, Reminders & FYI's:

- Meeting times are the second Wednesday of each month from 2 – 3pm.

Upcoming Meetings:

August 12, 2015- Burnett Hall Room 313

September 9, 2015-

October 7, 2015-

November 8, 2015-

December 9, 2015-