**CAS Staff Council Meeting Minutes August 12th, 2015**

In attendance: Alecia Kimbrough, Lori Bennett Baumli, Brad Nauman, Kara Brant, Jared Mills, Paige Glasshoff. Kate Shaner, Casandra Siefkes, and Beth Whitaker

Agenda Items:

-Professional Development grant recipient reports:

* Edie Schleiger – National Association of Education Professional Conference in Buffalo, NY – Leadership Attended sessions on four different topics dealing with leadership skills – plans to share specific topics when appropriate, teach and use skills in informal settings and by modeling techniques (future SPARK?)
* James Buescher – ABLE in Boston, MA – attended 4 major workshops and 4 mini sessions. – Gain a better understanding of ADA guidelines and resources for working with students with disabilities. Plans to implement a lab this fall based on a major workshop that around 900 students and 20 TAs will be taking part in and will continue on into future semesters. Also trying to set up a Blackboard based academic integrity review for students in the course to complete before submitting written work. This should decrease plagiarism, etc by better educating the students.

-Committee Updates and discussion

* Professional Development: Kara Brant
  + No specific events planned at the moment, but would like to have one a month during academic year
  + SPARK going back to its roots with a call for ideas
  + Other events will go under the label “Pro Devo” (Professional Development)
  + Will be discuss the IT Academy training and what it should look like with Alecia at next meeting after subcommittee “practice” using it
* Networking and Event Planning: Jared Mills
  + No specific plans, would like to recruit a few more members
  + Suggested a tour of Manter Hall Renovations when completed
* Staff –Recognition: Paige Glasshoff
  + No specific plans, would like to recruit a few more members
* Communications: Brad Nauman
  + Recruited new subcommittee member
  + Updated webpage through consultation with Shea
  + Asked about newsletter – quarterly? Semi-annual and format

-New member drive at ice cream social: How did it go?

* Good turnout, people were receptive to listen to members chat with them about subcommittee options
* Lori will send out a reminder of the organizations subcommittee opportunities while still fresh in people’s minds

- Staff Development grant proposals

* Reviewed the purpose of grant and grant review procedures for the benefit of everyone
* Two proposals from the same dept to same conference
  + Had some questions about the proposal themselves – Lori will forward tem to Alecia to be forwarded, thus addressed
* This proposal raised questions about possibilities of one dept benefitting more than other from the grant process, should there be guidelines to address this type of issue?

-Reminder to submit budgets

* Due to Alecia September 1
* Staff Recognition subcommittee should budget for an item for each person to take away from Holiday Celebration

-Review Rules of Order

* Reviewed and ratified as they currently read
  + Beth made the motion and Jared seconded it
* During review realized have currently 8 members and should have 10
  + Brad and Kate each have someone in mind to recruit and will do so to increase our numbers to 10 members

- On the radar: “Pass It On” workshop(s)

* On hold until Dean rolls out diversity plan for College

**Upcoming Events:**

* **Elections** for Vice Chair and Secretary at September Meeting
* **Remember budgets DUE SEPT. 1**
* **NOTE:** change of time and day for Sept meeting: **September 15 at 9 AM**

Announcements, Reminders & FYI’s:

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

Upcoming Meetings:

**September 15, 2015- 9AM** - TBA - 1126 Oldfather or Burnett

October 7, 2015- 733 Hamilton

November 8, 2015- Manter???

December 9, 2015-