**CAS Staff Council Meeting Minutes**

**September 15, 2015**

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

Agenda Items:

-Professional Development grant recipient reports: Shawn Langan

* Attend and presented at American Association of Physics Teachers Annual Meeting along with an undergraduate student
* Many good idea for physic lab curriculum development and funding

-Professional Development grant applications reviews

* Recommended funding as follows:

- Kara Brant to attend NASPA for $1185 ($300 from other funding source)

- Shelly Johnson and Krista Roebke to attend Kempe’s Center International Conference in Innovations in Family Engagement for a total of $1000 to be used between them

-Nominations and elections for secretary, vice chair and chair

* Lori has changed positions and is now in a different department on campus

Beth Whitaker volunteered to be nominated for Chair. Laura made the motion and Jared seconded it. Beth voted in as Chair

* Kara Brandt has nominated as Vice Chair by Lori. Kara accepted nomination and was voted in as Vice Chair
* Brad Nauman volunteered/was nominated to be secretary. He was voted in as secretary.

-Committee Updates

* Professional Development: Kara Brant
  + Kara will present the MS IT Academy to the BSG and ask them to test pilot the program for usefulness and other feedback before presenting to the full College staff
  + There are a series of 3 Spark presentation for this fall. All will be held in Bailey Library in Andrews Hall.
    - Sept 23 at 2 pm - **The 7 Habits of Highly Effective People** Presented by Shannon Parry, Admin Tech for Modern Languages & Literatures
    - Oct 19 at 2 pm - **Is a Liberal Arts Major a Good Decision?: An A&S Staff Members’ Guide to Liberal Arts Majors and** Careers Presented by Celeste Spier, Coordinator, Career Advising
    - Nov 9 at 2 pm - **How Do our Students Get Here?: Recruitment in the College of Arts and Sciences** Presented by Jodi Holt and Kara Brant, College of Arts and Sciences Recruitment
* Networking and Event Planning: Jared Mills
  + Sub-committee members met and are planning a “new staff” (within one year of employment) networking-based orientation
* Staff –Recognition: Paige Glasshoff
  + Applause Award recently awarded
  + Otherwise no update
* Communications: Brad Nauman
  + Listserve set up for CASSC members only
  + After discussion, a second listserve will be set-up to include sub-committee members
  + Website updated

-Budgets

* Alecia now has all budgets that were turned in
  + Will present them next meeting

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

* Still waiting for Dean’s plan to be presented to College
* Professional Development has food in their proposed budget for workshops

New Business:

* Beth started a brief discussion on number of council members. Not 10 members as the bylaws state. Two to three more members needed.
  + Two people will be contacted by various council members.
  + Since one could be a business area staff, the BSG meeting attendees will be asked about a member volunteering.
  + **If no new members, should the number of council members be addressed and changes made to the bylaws?**

Upcoming Events:

-Any other plans for anything upcoming?

Plan for spring tour of Manter

Announcements, Reminders & FYI’s:

-Meeting times are the second Wednesday of each month from ~~2 – 3pm~~. **The time has CHANGED to 1:30 – 2:30 pm**

Upcoming Meetings:

**NOTE: Return to Wednesday afternoons, but at new time 1:30 PM**

October 14, 2015 - 402A Manter Hall

November 11, 2015 - Kate will find out about Hamilton Hall

December 9, 2015 - 215 Brace