**CAS Staff Council Agenda**

**May 11, 2016 1:30 – 2:30 pm**

**215 Brace Hall**

Agenda Items:

- Professional Development proposals:

* Presentations in May - Candace Ristow, Sonya Howsden
  + Cacubo (Sonya Howsden) – Conference for business staff.
    - Learned many general tips for enhancing the workplace and employees
    - “How to manage Staff Well”
      * It’s not always staff that need to change but management
    - Branding session – who/what do you want to present to others
    - Basic budgeting/financial tips and tricks
    - Three other staff went, and Alecia asked them to come back with a connection from another University.
  + 17th Annual Meeting for Financial Research Administrators (Candace Ristow)
    - “How to Manage an Audit” – Audit for her department made this one particularly pertinent.
    - “Forecasting and Reporting” – Where are we at $-wise? This session talked about planning for future FYs and looking at where they are now at any given time of the year.
      * Planning for major equipment purchases
    - Some of the material was redundant – very good for beginner to intermediate skill levels.
    - “Effort Reporting” –Reporting the percentage of your time spent on specific tasks rather than reporting actual time spent.
    - Next time the “Sponsored Research Administrators” conference may be a better fit for her. More intimate, more social and networking opportunities. This would give her more people to bounce ideas off of.
    - Resurrect “universal floaters” ideas to give staff an opportunity to leave there desks and go to events.
* Professional Development grant requests?
  + None

- Committee Updates

* Professional Development: Kara Brant
  + Other upcoming event(s)
* IT Academy – what’s next
* Listing of possible conferences to attend– progress?
  + Ice Cream Social – going to try and drum up Spark presenters
* Networking and Event Planning: Jared Mills

Upcoming Events:

* Plan for spring tour of Manter – April 22 @ 3 pm
* NIC tour – **MAY 19**
* June 16 - New Staff Orientation
* July 14 – Ice Cream Social
* Staff –Recognition: Kate Shaner
* Communications: Brad Nauman
* Newsletter

New Business:

- Alecia went to College Executive Committee meeting – She gave an overview of what we are and what we do (Staff Council) including our programs and events, surveys having influenced our goals.

- Joe Francisco could come to our meeting once a year or quarter

- Capture snapshots of what we do and publicize them

- She asked for feedback of what they thought we should do

- Diversity workshop?

- Re-survey staff and see what the departments aren’t doing for them?

- Professional Development grant program – Blurb from participants in newsletter

- Some way to get to know staff better

- Add executive committee to newsletter distribution list?

- Executive Committee and Staff Council might be able to have joint meetings

- We could look at combining our committee with Wellness for an event or two

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**- Nominations for new CASSSC members** – call went out, other possible places to find people:

* **Past Applause awardees**
* Past professional development grantees

Announcements, Reminders & FYI’s:

- On the radar: “Pass It On” workshop(s) – Possibly this summer, but not before

* Dean’s committee formed, chair chosen, great things to come!
* Professional Development has food in their proposed budget for workshops

-Upcoming Meetings:

**NOTE: Second Wednesday of month 1:30 PM**

June 8, 2016 – Adele Coryell Hall Learning Commons – Kara will present at this meeting

July 13, 2016 – 1223 Oldfather – new members attend!

NOTES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_