COUNCIL MEMBERS IN ATTENDANCE:
Erica Boyd, Kristen Cason, Truly Hardemon, Meghan Jacobsen, Amy Ladendorf, Doug Martin, Matt Picket, Mauren Piucco, Lyndle Toth

AGENDA ITEMS:
A. Report from meeting with Dean Perri
B. By-Laws
C. Staff Survey Questions
D. Professional Development Day
E. Online Suggestion Box/Submission Form

MINUTES:

REPORT FROM MEETING WITH DEAN PERRI
Lyndle opened the meeting by providing a report of her recent meeting with Dean Perri. Dr. Perri is enthusiastic about the Council’s over-arching goal of fostering collaboration across the College. Lyndle and Dean Perri discussed the Council's recent pre-work related to the development of a staff survey, professional development day, and online submission form for suggestions and “kudos”. All three ideas received positive feedback from Dr. Perri.

Lyndle also confirmed that she should attend ELC, and she will be seeking further clarification related to her role at those meetings. Lyndle polled the Council regarding members’ understanding of the Council bylaws related to ELC attendance. The Council discussed the history and bylaws and agreed that Lyndle should seek further clarification, but that the intent appeared to be for the Staff Council President to attend and be present in a capacity similar to that of the Faculty Council President.

Dr. Perri approved the use of the listserv to notify appropriate staff of the Academic Assistants meeting in an effort to facilitate collaboration across the College.

BY-LAWS
Lyndle recently reviewed the bylaws in detail and noted that the Council is charged with developing a seminar series. To that end, The Council decided, based on the bylaws and Lyndle’s conversation with Dean Perri, to move forward with the ½-day professional development program. Members noted that the Council did not have confirmation from the staff (i.e. staff survey results) to confirm that the professional development day was truly something the staff at large want. However, since the Council does have bylaw support for developing a seminar series, the Council agreed to move forward with the event as an annual seminar activity.

STAFF SURVEY QUESTIONS
The Council formed a sub-committee to move forward on the creation of a staff survey. The members of the working group are:
This group will present to the full Council in September with a draft survey that is brief (optimally 5-6 questions) and targeted to the information needed to progress toward increased opportunities for collaboration in ways meaningful and helpful to the staff.

PROFESSIONAL DEVELOPMENT DAY

The Council formed a sub-committee to move forward on the development of a ½-day program of professional development to take place in spring 2018. The members of the working group are:

- Erica Boyd
- Meghan Jacobsen
- Amanda Starling
- Lyndle Toth

This group will present to the full Council in September with a draft schedule for the event sessions, which the Council will tailor and revise based on staff survey feedback. The subcommittee will also confirm who is included in the definition of staff from the perspective of human resources designation (i.e.: full time OPS, TEAMS, USPS).

ONLINE SUGGESTION BOX/SUBMISSION FORM

The Council formed a sub-committee to move forward on the development of an electronic form for submitting suggestions and “This Month in PHHP” stories about staff achievements. The members of the working group are:

- Kristen Cason
- Truly Hardemon

This group will present to the full Council in September with a draft form(s) for obtaining suggestions and feedback and “kudos” reports. The group will also present a plan for managing submissions to the monthly newsletter detailing how kudos reports will be converted to stories, edited, and submitted for inclusion in the newsletter.

ITEMS FOR ADDITIONAL FOLLOW-UP AND DISCUSSION

A. Role of Staff Council President in relation to ELC
B. Sub-committee Reports
   - Staff Survey
   - Professional Development Day
   - Online Suggestion Box/Submission form
NEXT MEETING:

Week of September 11, 2017

Exact date and time to be determined via Doodle Poll