**Staff Council Committee Chair Meeting Minutes**  
**July 9, 2018 2:30 – 3:30PM**  
**Hokona 373**

**Present:** Lore Giese, Scott Sanchez, Mary Clark, Joe Lane, Christine Heinemeyer, Tracy Wenzl, Gina Urias-Sandoval, Celeste Cole, Jesus Chavez, Autumn Collins, Ryan Gregg, Nancy Shane, Lisa Walden

<table>
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<tr>
<th>Subject</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1 Approve Agenda</td>
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<td>2 Roundtable</td>
<td>Each Committee gives a brief update as to current events/activities</td>
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**Communications & Marketing**
- National Custodial Day will be on October 2 2018: Victor Tovar with PPD will be taking lead; target date early October; C&M will contribute marketing help & other resources
- Robert’s Rules Training Sessions with Parliamentarian Adam Hathaway will be available for anyone who wants to attend: (Aug 23, 30, Sept 6, 13, 20)
- Possible crash course on creating a Resolution
- Working with Celeste Cole on Employee Recognition ideas; Mary to send template used to establish PPD monthly staff award & annual manager award
- Working with R&R on how to solicit more PAWS nominations

**Events**
- New Co-Chair: Jesus Chavez
- Cindy Mason is working on Past Presidents Lunch Session Flyer
- Tour of the President’s House will be on August 10; only room for 30 people to attend
- Homecoming is the week of September 25; Mary to follow up with Athletics for ice cream
- Presidential Tour video? Would Ryan Gregg be able to video/stream online as was done for the 1st Summer Session Brown Bag

**HSCS**
- Tunnel Tour: July 20, Noon-1PM; not advertising, using waitlist for sign-up
- Olo Yogurt Event: July 27, Noon-1PM HSC Plaza
- Next HSCS meeting will be an open house to recruit members
- Working on Strategic Planning

**Rewards & Recognition**
- Working on templates for nominations with examples of how to complete a well written nomination; Gina offered to help translate into Spanish
- Outstanding Supervisor Award: October 16
- Gerald W. May Award: December 6; Amy to follow up to get both Award Ceremonies on President Stokes’ calendar
- Working with C&M on survey of what demonstrates recognition to staff

**Rules & Elections**
- Will send a Bylaw amendment notice to Executive Committee, introduce to Council at July Business meeting, and move to amend at August Business meeting.
- Update on additional amendments that were considered
- Discussed how Mentorship program could potentially be used to familiarize Councilors with Executive positions and expectations

**Student Success**
- Planning Library Resource Sessions with Todd Quinn not only for Staff as Students but to help staff in their staff positions as well.
- Taking over the “Ask Me” initiative for students; held at the start of the Fall & Spring semesters
- Working on Staff as Graduates Survey
- Next Staff as Students event will be November 5th; during the last event we had 52 new applications
- Partnering with Shared Knowledge Committee to get staff entries and staff evaluators for student posters for Shared Knowledge Conference
- Read to Me Drive will be coming up
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| 3 | • Mary Clark: Funding Request Form was briefly reviewed  
• Celeste Cole: Possible communications exercise through EOD with Committee Chairs was discussed  
• Ryan Gregg: Executive members want to engage with Committees more; show appreciation; and let them know they are supported |   |
| 4 | Next Meeting | The next meeting will be 10/8/2018 |
| 5 | Meeting Adjourned | 3:48PM |

Minutes submitted by: Amy Hawkins