

**Staff Council Committee**  
**Minutes by Angie Henson, Secretary**  
**December 17, 2015**

**Alva – IE 129; Woodward – Conference Room**

Called to order: 1:35 PM

Those in attendance: Judy Dollar, Officiating; Tiffany George, Shawna Gilbert, Kristin Mravinec, Angelia Case, Tatum Hansen-Radcliff, Rebekah Wagenbach

Absent: Katie Botts and Erica Lane

1. Staff Council Roster:
  - a. We were given a roster; I've attached it for your convenience.
2. Campus Kudos ~ Fall 2015:
  - a. 1/4/2016 ~ send out the email regarding the Campus Kudos with a list of all staff employees
  - b. 1/15/2016 ~ deadline for returning nominations
  - c. 1/20/2015 ~ reveal the winner (all those nominated will receive notification that they were nominated)
3. Campus Kudos ~ Spring 2016:
  - a. 4/4/2016 ~ send out the email regarding the Campus Kudos with a list of all staff employees
  - b. 4/15/2016 ~ deadline for returning nominations
  - c. 4/20/2016 ~ reveal the winner (all those nominated will receive notification that they were nominated)
4. Campus Clean-Up:
  - a. Alva: Scheduled for Monday, April 25, 2016 (rain date: Thursday, April 28, 2016)
    - i. Judy is not physically capable of all of the work that's put into this, generally by the chair, she's requested that the committee help out with various items, such as a member to head up the painting crew, a member to head up raking, a member to head up planting flowers, etc. We were all in agreement that we'd be happy to help out.
    - ii. Judy may set up a table on the west side of the Student Center (inside or out, depending upon weather) and just direct people as to where to go.
    - iii. Special t-shirts were suggested for the Staff Council Members for people to easily find us.
    - iv. It's been recommended that an email go out a couple weeks ahead of Campus Clean-Up day to all chairs and department heads to get their input on suggestions of things needing completed during this time.
    - v. Enid: Katie will check with Dr. McMillin and see if there is anything we can do to help with this campus
    - vi. Woodward: Kristin will check with Dr. Fisher and see if there is anything we can do to help with this campus
5. New Staff Orientation:
  - a. It's been recommended that we try to do this at the beginning of each semester instead of just once a year.
  - b. It's been recommended to have this done ITV so that the Staff Council Members and any staff that cannot get away for the day can see as much of it as possible. Have the various departments come to one place for the training (ie. Dr. Cunningham, Dr. Pecha, Mr. Valencia, Student Services, Security, Maintenance, Print Shop, Student Life & Counseling) and then go to the Wellness Center and the Library lastly, possibly doing all of it prior to a lunch gathering, if possible.
6. Adjourn at 2:17 PM