

NWOSU
Staff Council Executive Committee
July 7, 2010 ** 9:05 a.m.

Present: Denise Bay, Lisa Herning, Fawn Kingcade, Natalie Miller, Angelia Case, David Washington, Debbie Skinner, Tara Hall, Leah Haines

Absent: Karli Greenfield, Kelly Black

New and old committee members introduced themselves. New committee members are Debbie Skinner, Tara Hall, Leah Haines, and Kelly Black (absent). Committee members leaving include, Fawn Kingcade and Natalie Miller. David Washington takes Chair Elect.

Computer Classes:

The date has been scheduled for computer classes to be July 21 and possibly July 22 depending on the number of people who sign up. Karen Sneary would like to do Word and Excel classes in the morning possibly from 9:00 a.m. to 12:00 p.m. and Power point in the afternoon from 2:00 p.m. – 4:00 p.m. Lisa recommends having the classes take place in EC 101 and the committee agreed. Karen Sneary would like to have a sign-up sheet distributed to each department to get a final count on those interested in classes.

Lisa suggested having basic computer classes offered on July 22. Lisa will send out a sign-up sheet to Shannon Morris to see how many employees would be interested in the class and to see what times would be best for the maintenance department.

Natalie suggested providing certificates to those who participate in the classes and to Karen Sneary so they would be able to add a training certificate to their professional portfolio. Committee agreed this would be a good idea.

Softball game:

Date set for Staff and Faculty Softball game will be Thursday, September 9, starting at 5:30 at Myers Stadium. David will meet with Coach Bay to work out field details. Denise will put event on calendar of events and the student calendar.

New Staff & Faculty Reception:

David will meet with Mr. Pecha to discuss the possibility of having a pot luck meal for reception. Denise will meet with Mr. Valencia to discuss getting a blurb about Staff Council in the reception program.

Staff Orientation:

Staff Orientation date has been set for August 9, 2010. David will get with Chartwells to get outside food approved for lunch. David will also get a new staff list from Human Resources.

New Business:

Fawn informed committee that someone would need to take over preparing and collecting nomination forms and that she had all the forms saved on her computer when the new person has been selected.

A date was set for July 27 at 9:00 a.m. to be our next Staff Council meeting. David will send email out when meeting room has been established.

With no further business, the meeting adjourned at 10:00 a.m.