# Staff Council / Executive Committee Meeting

**Date:** August 11, 2009  
**Recorder:** Lou Ann Sunley  
**Location:** Leestown Campus-M Bldg/Dr. Hellmich's Office  

**Present (in-person):** Kim York, Shannon Cruz, Debby Vantreese, Neomia Hagans-Flores, Lou Ann Sunley, Connie Rine, David Lynn  
**Present via ITV:** Becky Critchfield, Karen Marcum, Jo Newton, Ginger Porter, Lafoun Rawlins-Fellows, Julie Williams

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<th>Agenda/Issues</th>
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<td>Welcome</td>
<td>Kim welcomed everyone to our 1st Staff Council / Executive Committee Mtg for the 09/10 fiscal year. Introductions were done &amp; attendance was recorded. Kim stated she believes a lot of thought went into the nominations for our Staff Council this year. The positions for this year’s Staff Council are filled as follows:</td>
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|               | Kim York – Chair  
Shannon Cruz – Vice Chair  
Danville Campus Rep. – Gail Vaughn  
Cooper Rep. – Lafoun Rawlins-Fellows  
Lawrenceburg Rep. - Newton  
Leestown Rep. – Debby Vantreese  
Regency Rep. – Neomia Hagans-Flores  
Winchester Rep. – Arlene Ross  
Comm. & Mktg. Rep - Karen Marcum  
CCD rep. - Larry Iaquinta  
Finance & Operations Rep – David Lynn  
HR/Payroll Rep. – Julie Williams  
IT Services Rep. – Connie Rine  
Student Dev. & Enrollment Mgmt. Rep. – Tiffany Hayden  
Academics rep. – Ginger Porter |        |

**Appointed Positions**  
As the “Chair” of Staff Council, Kim explained that she could appoint two positions: 1) – Recorder (accepted by Lou Ann Sunley), and 2) Committee Liaison (work in progress at this time!). Kim has invited (3) 3 people to accept this position but has received no confirmations yet. This person would be the liaison between the Executive Committee of Staff Council, Staff Council, and Dr. Julian and work with Shannon for Committee selections. She asked for suggestions from all of us should we have someone in mind.

**Executive Committee duties/Telecommunication Responsibilities**  
It should be noted that each Campus Rep. position will be the voice for that area. It will be the responsibility of each campus rep. to find a way to get people to our two (2) All Staff Council mtgs/semester OR if traveling is a problem, it will be necessary for this person to work with IT at their particular campus to be sure telecommunication is available for all All-Staff meetings.

Kim will continue to search for someone to accept this position and will gladly accept referrals.
Staff Council Meeting Dates for FY 10 / Times

Kim explained that each position is very important. It is necessary that all elected positions attend all Staff Council Meetings and that the position be taken seriously. She reviewed the responsibility of each position. For in-depth description and responsibilities, please see pg. 3, By-Laws. Staff Council is required to meet 2 x/semester:

TENTATIVE DATES were discussed. Exact dates have now been established (per Dr. Julian’s Office by 8/14/09):

Fall:
1) 10/30/09 – Leestown Campus 2-4 pm
2) 11/19/09 – Cooper Campus 2-4 pm

Spring:
1) 01/29/10 – Leestown Campus – 2-4 pm
2) 04/30/10 – Cooper Campus – 2-4 pm

Executive Committee Mtgs will be held the 2nd Tuesday of each month.

We will need Formed Committees in place:
1. We need a Committee to create the process for awards.
2. We need an Event Committee to plan Staff Appreciation Week. Kim did request that the “Executive Committee” should plan to be on this Committee.

Kim stated that she and Dr. Hellmich talked about staff morale a couple of weeks ago. At that time, she thought morale seemed to be better; however, now she’s thinking maybe it’s not. Discussed: Kim suggested that we request $500 from Dr. Julian so that we can host some special events for staff. Examples discussed: ice cream social, movie afternoon, pop-ups at all campuses – each dept. could host an open house, possibly have a progressive lunch during Staff Appreciation Week. Shannon Cruz made a motion that we vote to approve the request (from Kim) of Dr. Julian to have $500 to use for Staff Appreciation Activities/Debby Vantreese 2nd’d the motion = unanimous ‘yes.”

We also discussed the fact that so many staff are so busy, they do not have time to attend staff appreciation activities. Kim suggested we try to assist one another at times during special activities so that everyone has an opportunity to attend. David mentioned that it is possible that some supervisors don’t support staff events.

We discussed ways we might be able to be sure to always include our off-site campuses in staff activities. It was suggested that all drawings done during Staff Appreciation Week include the names of all staff, in attendance or not. This way everyone will have an opportunity to win a prize. Maybe Staff Appreciation Week could include a day on each campus! The Events Planning Committee should be able improve from each year’s activities during Staff Appreciation Week.

Morale/Future Events

Kim will check on room availability and confirm all of these dates with Dr. Julian before they are actually posted.

Email Kim if you are willing to serve these Committees. She will then plan individual meetings.

Kim will request the $500 from Dr. Julian to be used to host special events for staff.

Perhaps Drs. Hellmich & Julian could be request that supervisors encourage staff to attend Staff Council Mtg. and/or activities!
Open Forum

Week. We all need to begin recruiting staff from our areas to join Staff Council.

Kim reported that she has asked Vicki Partin to assist our group as Parliamentarian – Re. Roberts’ Rules. Vicki will be with us at our next meeting. It was agreed that this will be helpful without being disruptive.

Lafloun mentioned our PPE info. & Non-recurring Merit Bonus Meetings that were held in our break-out sessions last Friday. She suggested that a message needs to go out to get all of this info. out to all staff! To qualify for this bonus, it is important that all staff receive this communication regarding due dates, etc. (i.e. 9/30 is the due date of the 1st planning session).

A motion was made (& 2nd’d) at approximately 3 p.m. that our meeting be adjourned.

Neomia will send the Planning info. she has

Kim will talk with Deb Cox (HR) regarding this communication to all staff. Kim will also send the Power Point she received regarding merit bonuses to our Executive Committee.