

Wooster Campus Staff Council Meeting Minutes

December 13, 2017

Present: Kayla Arnold, Jean Haught, Penny Nemitz, Cassie Sewell, Martha Bollinger, Bryan Dodril, Mike Franks, Travis Morris, and Jen Schrock

Absent: Cathy Herms, Beth Rigsby, Whitney Briggs, Maria Hernandez, Brandon Lawwil, Carolyn Heydon, and Robin Fraizer

Meeting was called to order at 9:05am by Martha Bollinger

Treasurer's Report: Beginning balance was \$5171.16, \$18.78 came in from apparel sales, \$50 in expenditures for gift cards. The ending balance was \$5139.94. Motion to approve by Jen Schrock, seconded by Jean Haught, motion carried.

Secretary Minutes: Motion to approve by Mike Franks, seconded by Jean Haught, motion carried.

Committee Reports:

Administrative:

- Pamphlet/flyer- Kayla is working on finishing it up to send to branding for approval.
- Annual Meeting- Will be in January. It may be combined with the director's office town hall meeting. More info to come.
 - Lunch for all current, new, and retiring council members will be at the Pine Tree Barn after the annual meeting.
- Officer nominations: The following were approved.
 - Chair- Penny Nemitz
 - Co-Chair-Kayla Arnold
 - Treasurer-Jean Haught
 - Secretary- Jen Schrock

Communications:

- Martha is working on sending out the spotlight on staff.
- Website- Now has a tab for apparel orders.

Development:

- Apparel- An e-mail was sent to campus explaining the 3 ways people can order apparel.
 1. Fill out a form next to the apparel cabinet and Jean will get back to them.
 2. Find the order form online at our website and send it to Jean to be filled.
 3. Set up an appointment with Jean Haught Monday-Friday from 1-3pm.
- Salvation Army is 12/19 & 12/21. Thanks for organizing Jean!

ATI, HR, South Centers & USDA

- ATI- Dr. Drake visited campus last week. Getting ready for finals.

Ongoing Business

- Motion was made to approve changes in the bylaws on the definition of staff and making an ad hoc position for South Centers. Jen Schrock moved, Jean Haught seconded, motion carried with 10 votes (2/3).

Motion to adjourn by Mike Franks, seconded by Cassie Sewell, motion carried.

Next meeting is January 10, 2018 at 9am