

**Wooster Campus Staff Council
March 8, 2017 Meeting Minutes**

Present: Kayla Arnold, Martha Bollinger, Whitney Briggs, Mike Franks, Jean Haught, Cathy Herms, Maria Hernandez, Penny Nemitz, Kelsey Rine, Jen Schrock, Cassie Sewell

Not Present: Carolyn Heydon, Travis Morris, Beth Rigsby, Kimberly Sayers, Gwen Zimmerly

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

Treasurer's Report: Total expenditures of \$369.11 were for the Chili Cook off. Ending balance of \$6,568.43. Motion to approve by Jen Schrock, seconded by Kelsey, motion passed.

Secretary Minutes: Motion to approve by Cassie, seconded by Kayla, motion passed.

Committee Reports:

Administrative:

- Chili Cook Off wrap up- Things went really well again this year.
 - Do not recommend using GFS, because of the continued problems with ordering.
 - OSU Relay for Life raised \$132
- In the process of sending out a wrap up to campus on the annual meeting and chili cook off.

Communications:

- Working on "push outs" for past events.
- Spot light on staff-requested 6 names, working on template
- Website- Kayla and Mike are working on updating the url, and uploading new info to the page

Development:

- Apparel order- Items are on the way!
 - FYI- CFAES will be having polos available online to order, but they only have CFAES on them and can't be changed or added onto.
- Food Trucks will be contacted this month. Planning to schedule for May, June and July and have at least 3 trucks each day.
- Paul from Secrest Arboretums is interested in having a volunteer opportunity.
- Clothing and Food Bank- Maybe as staff council we should help combine individual's efforts and help facilitate their efforts.
- Staff Council Lunch 'n' Learn- the first one will be sometime in April and will be Cassie demonstrating making macramé plant holders.

Ongoing Business

- Director's Requests- Martha sent our feedback to Rhonda on award recognition.
- Sustainability Group- Has had their first meeting, and will be meeting monthly. They are working on developing their mission statements.

New Business

- The idea was brought up to have a job shadowing day where individuals in service departments (managers and employees) shadow individuals in research labs/fields, and vice versa. In an attempt to help people from across the campus understand what other departments do.

Motion to adjourn by Mike, seconded by Penny, motion passed.

Next meeting will be April 12, 2017 at 9am at ATI.