

Wooster Campus Staff Council – 2019 Meeting Minutes Template

Date: 10/4/2019 Location: Halterman Hall 205 Call to order (time): 9:07am

In Attendance:

- |  |  |   |   |  |   |
|--|--|---|---|--|---|
| <input checked="" type="checkbox"/> Jean Haught  | <input checked="" type="checkbox"/> Mike Jeffers | <input type="checkbox"/> Becky Colon            | <input checked="" type="checkbox"/> Travis Morris | <input checked="" type="checkbox"/> Mary Wicks | <input type="checkbox"/> Ruth Montz               |
| <input type="checkbox"/> Whitney Briggs          | <input type="checkbox"/> Roberta Franks          | <input checked="" type="checkbox"/> Erin Parker | <input checked="" type="checkbox"/> Zac Burkey    | <input type="checkbox"/> Penny Nemitz          | <input checked="" type="checkbox"/> Caitlin Blake |
| <input checked="" type="checkbox"/> Kayla Arnold | <input type="checkbox"/> Mike Franks             |   | <input checked="" type="checkbox"/> Denise Miller |  |   |

**Treasurer's report**

Motion to approve: No report yet, will approve at next mtg  
Second \_\_\_\_\_

**Meeting Minutes**

Motion to approve: Mary Wicks  
Second: Mike Jeffers

**Committee reports - NA**

Staff Appreciation

Communications

Special Events

Staff Wellness and Volunteering

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### Ongoing business

- Paws and Pumpkins – Zac looking to see if we can be added to the Woo Town Treat Trail, also happening on 10/26
- Secret Arboretum Welcome Center will be open, tour at 1pm
- asking Rhonda about Buckeyes
- (at least 4 volunteers from WCSC)
- Hayrides – Zac will be driving the tractor
- Trunk or treat locations at several parking lots – will need to purchase candy – Jean or Erin will pickup
- Fundraiser – what do we want to fundraise? Cider and donuts, Zac will pick up items the day of
- Dog Kissing Booth? Contact the Dog Adoption Center to see if they could set this up also
- Ken Scaife – ask him for pumpkins via Joe Davlin – Travis might be able to ask for some pumpkins from ATI
- Use pumpkin cutouts in case we can't get any pumpkins (could use construction paper or some coloring pages)
- Could use pumpkins or gourds – will be painting these and need to get paint/ coloring items – Erin, print coloring pages
- Bug zoo – Thorne Hall 103
- Create map to send out with public flyer, print copies for the day of, blow up a large sign to have at event
- Contact Chad Stanton/ police for the stand-up signage to use
- Create a sign-up sheet for volunteers
- Ask the graduate students if they want to volunteer. We will need a volunteer coordinator to make sure that volunteers know the right place to go.

### New business

- Jean has taken the old Treasurer's report to the Research Services storage room on the second floor, still has reports for last two years

### Miscellaneous

- **Erin item** – United Way ambassador, will be doing raffle baskets and would like some donations. WCSC will donate one \$10 gift card and some misc. items such as a Wooster Campus t-shirt
- Need to find someone else to handle the items from the display case next year – Maybe Mike or Denise?
- Regional SAC meeting in Newark in November, not required but any WCSC members can attend. If there are multiple interested, please let Kayla or Zac know and we can arrange a carpool
- SAC Liaison position -How should we handle the CFAES liaison position? Have the officer's position include duties to report to the CFAES Staff Advisory Council, will add this to the duties of the chair/ vice-chair.
- Bell ringing in December – have people who are bringing in kids sign up for the full slots so there are not too many people standing in Buehler's

**Meeting adjourned (time):** 10:10am

Motion to approve Erin Parker Second Mary Wicks