Council Members Present:

Steve Ford    Robert Corbett    Tina Johnson
Lisa Roach    Don Curl         Rachel Juneau
Sharlene Hatch Amanda Doiron  Carlene Lloyd
Donna Blaisdell Stacie Granger Shannon Tanner
Cheryl Borel  Kathleen Hawsey  Doug Sampson
Dewanna Campbell Elizabeth Jeans Julie Walker

I. Call to Order
   Vice President, Steve Ford, called the meeting to order at 10:05 am.

II. Roll Call
    Secretary, Sharlene Hatch called roll. A quorum was not seated.

III. Minutes
    A quorum was not seated to accept the April 2013 minutes.

IV. Committee Reports
   Executive Committee:
       None

   Bylaws Committee:
       None

   Community Service Committee:
       ❖ Sharlene Hatch, Chair, thanked everyone who participated in the March of Dimes walk to make it a success. Sharlene extended her appreciation to committee members Rachel Juneau and Natasha Walker who both solicited donations for the picnic from Academy ($50 gift card), Market Basket ($30 gift card), and Chick-Fil-A (comindents and napkins). Sharlene also extended her appreciation to Rachel Juneau’s husband who volunteered to barbeque and to former committee member Sharon Sanders and her husband for the sodas donation. A total of $300 was collected through donation buckets and t-shirt sales and turned in at the walk.
       ❖ Details are still being researched for World’s Finest Chocolate fundraiser.
       ❖ If any committee members are interested in purchasing a March of Dimes t-shirt, a few sizes are available from the first order.
       ❖ Donations are still being accepting for the American Cancer Society Relay for Life.

   Compensation and Budget:
       None

   Issues Committee:
       None

   Nominations Committee:
       None
Staff Awards Committee:
- Lisa Roach, Treasurer, extended her appreciation to committee members, Dimples Jones, Julie Walker and the volunteers for their hard work to ensure the Staff Awards and Reception was a success.

V. Unfinished Business
None

VI. New Business
- Sharlene Hatch, Secretary and COMPASS team member facilitated the COMPASS brainstorming session. The sub-committee list was announced and council members began their small group discussions. Each sub-committee selected a spokesperson to present a brief report to conclude the brainstorming session.
  - Training – Rachel Juneau, council member and COMPASS team member reported the team discussed requiring staff (including students) to assemble and Procedure Manual for his/her position. A template will be provided by the sub-committee to the users. The team also discussed including continuous professional development by providing workshops for supervisors, purchasing, travel, and other content areas. Providing alternatives to face-to-face training were discussed such as webinars.
  - Communication - Kathleen Hawsey, council member reported the team discussed developing a staff newsletter to be published during the fall, spring and summer to increase morale. A staff spotlight section will also be included for departments to nominate a staff member to highlight interesting facts about him/her. Development of nomination forms and instructions were also discussed.
  - Outreach – Amanda Doiron, council member reported the team discussed pairing new hires with a mentor in their area of expertise. Creating a brochure to include important contacts and departments for new hires was also discussed. The brochure would be organized by position rather than by employee name.
  - Recognition – Only one councilmember assigned to this sub-committee was present. This council member brainstormed with the Outreach sub-committee.

VII. Good of the Order
None

VIII. Adjournment
- Motion was made by Don Curl to adjourn, Stacie Granger seconded, and all were in favor.
- The meeting was adjourned at 10:54 a.m.
OPEN MEETING

LAMAR UNIVERSITY
STAFF ADVISORY COUNCIL MEETING

June 11, 2013
10:00 A.M.
Gray Library, Room 702

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMITTEE REPORTS

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

VII. GOOD OF THE ORDER

VIII. ADJOURNMENT