

Lamar University Staff Advisory Council

May 14, 2013

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 my position rather that 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**