**Committee Minutes**

Staff Council Meeting

November 2, 2017, 4 p.m., CUH 358

**Members present:** Lauren Arp – S, Mary Carter – S, Wanda Dail – S, Brenda Nightingale – S, Jae Nixon – S, Krishawna Obele Bele – S, Jelan Seward – S, Cali Simchuk – S, Carl Mitchell – A, Barbara Poggetti - A

Legend: (A= Administration, F = Faculty, S = Staff)

**Members absent:** Larry Cannon – S, Amanda Clancy – S, Lisa O’Hern - S

Legend: (A= Administration, F = Faculty, S = Staff)

**OLD BUSINESS:** Non-applicable

**NEW BUSINESS:** The Staff Council met for the first time this academic year. Mrs. Barbara Poggetti, the Personnel Manager, handed out the Faculty/Staff Council Charter, description of the Council’s duties and a blank Election Results – Memorandum for Record. Mr. Carl Mitchell, Vice President for Human Resources and Institutional Effectiveness, is the resource person for the Faculty/Staff Council reviewed and discussed the Charter with the Council. Elections took place within the Faculty Council and Staff Council, resulting in the elected officers for both councils. (See attached results). This academic year’s officers for the Faculty/Staff Council were based off of the two councils elected results (see attached).

**Actions/Activities/Assignments before next meeting:** Cali Simchuk, the Staff Council Chair met with the Staff members about any immediate concerns within their areas.

**Next Meeting:** The next Staff Council meeting is scheduled for December 5, 2017, at 10 am in ADM 170.

**Adjournment:** November 2, 2017, 4:45 p.m.

Minutes Prepared by: Mary Carter, Staff Council SecretaryCa

Minutes Approved by: <<Enter Name and date>>

Minutes submitted to Office of HR & IEA for Web Page Posting: <<Enter a date>>