



## Member Attendance

Beth Abner,

**Chair**

Sylvia Dees

**Vice Chair**

Shasta Lawrence

**Treasurer**

Joe Boehm

**Past Chair**

Christina Barton

John Cook

Julie Creamer

Jessica Gargus

Stephanie Martensen

Jake Otto

Jeannie Werner

**Guest Attendance**

Barbara Schubring

1. The meeting was called to order at 9:03 a.m. by Beth Abner.
2. A motion will be made via email for minute approval
3. Old Business/New Business
  - Interim Chancellor's first week on campus, first time addressing staff will be at staff day
    - Has indicated plans to place calendar online, to help facilitate his open door policy
  - Proposed Budget, Organizational Chart, Program Prioritization meeting – 05/11/2017
  - Advocacy Committee – didn't meet, no update
  - CEC – copy of minutes shared, feedback from staff council via email welcomed
  - Internal Communications Survey – Velvet Hasner
    - Went over handout "Evaluating Tools for Information"
    - Highlight staff
    - eConnection – Asked to move the link for submissions to top of the feed. In the process of streamlining.
  - June blood drive volunteers needed – sign-up sheet shared
  - Staff Day
    - Viewed entertainment video
    - Shared plans for set up 5/15-5/16
      - 5/15 – gel lights
      - 5/16 – décor set-up
    - Shared schedule of events for the day – (attach schedule, set-up and activities document)
    - Parking – no tickets during staff day in Havener visitor lot
    - Be sure to submit all donation items on shared spreadsheet
    - 1-2 volunteers needed for food auction prep
    - Volunteers needed after opening ceremony for room flip



- Volunteers needed for Thursday and Friday – door prize distribution
    - Email sign up will be sent
  - Food menu shared
4. The next meeting is June 8<sup>th</sup> at 9 a.m. in the Silver and Gold Room.
  5. The meeting adjourned at 9:50 a.m.