**Staff Council General Meeting Minutes**

**Thursday, July 21, 2016**

1. Call to Order
   1. LeeAnne started the meeting at 10:02 AM
2. Approval of Minutes
   1. Quorum not met, so previous minutes could not be approved.
   2. Councilors in attendance: LeeAnne Sipe, David Lambour, Tiffany Soublet, Karen Paisant, Jenn Batina, Brian McDonald, Irene Bray, Shelita Gibbs (events/awards), Norma Mukherjee (events/awards), Rajni Soharu (staff concerns),
   3. Absent: Carol Lunn, Marie Kaposchyn, William Guillory, Linda Miller, David Richardson
   4. Members Present: Skip Miller, Brandon Nicholas (staff concerns and awards), Denise James, Carol Mitton, Pierre Minnis, Jessica Davis, Jeff Howell, Amanda Athey (events), Renee Kern, Kristie Bellow, Sarah Berry, Miriam Daunis, Jeanne Augustin, Tyrone Shoemaker, Jennifer Archibald, Eliza Nascarella (awards), Edward Garcia, Peggy Gaffney, Cynthia Cullen, Rosamond Myers, Nina Stewart (events), Illia Calix, Marilyn Hayden, Dan Harper, Gregg Lassen, Kendy Martinez, Braylin Artigues, Pam Meyer, Greta Belmonte
3. Executive Committee Reports
   1. President, LeeAnne Sipe
      1. Committees- restarting with a clean slate- notate on the sign-in sheet
         1. Staff concerns, awards, bylaws, membership/elections
         2. Willing to consider new committees as well
      2. Faculty and Staff retreat in late September
      3. Have digitized staff concerns and questions box- will be handled by staff council
      4. August 1- free breakfast- TRL 8:30 in the UC ballroom
      5. Call for volunteers for move-in day on August 12- contact Christy Heaton
      6. Staff appreciation- August 11- Blue Cliff College will do free massages- Location TBA
   2. Vice-President, David Lambour
      1. Lots of new students- customers- greet and assist in a friendly manner- give them all the help we can
   3. Treasurer, Tiffany Soublet
      1. General Fund- $984.18 as of 7/21/2016, but not approved for FY2017 to date
      2. UNO Credit Union- $1,137.63 as of 6/30/2016
      3. Foundation Scholarship- $5,826.56 as of 6/15/2016
      4. Foundation Activity- $1,278.94
   4. Corresponding Secretary, Karen Paisant
      1. Sorry for the last minute meeting request- issues with the inbox- will get it straightened out for next meeting
   5. Recording Secretary, Jennifer Batina
      1. Sign-in on sheets in the back- if you are a staff member, you are a member of staff council
4. Committee Reports
   1. Membership/Elections Committee
   2. Staff Concerns Committee
   3. Events Committee
   4. Awards Committee
   5. Bylaws Committee
5. New Business
   1. Please continue to nominate people for Service with Jazz- the program is going really well. [servicewithjazz@uno.edu](mailto:servicewithjazz@uno.edu). Take them monthly, and nomination is good for 3 months. Each month we do a celebration for the winner.
   2. Someone asked about the missing squirrels on campus.
6. Old Business
7. Guest Speaker: Braylin Artigues, Human Resource Management
   1. Mandatory Training
      1. State requirement, board of ethics and office of risk management
      2. Policy Review including Drug Free Workplace (Moodle)
      3. Sexual Harassment (Moodle)
      4. Code of Governmental Ethics (Ethics Website)
      5. Deadline is October 1, 2016
      6. Instructions available at <http://www.uno.edu/human-resource-management/training/mandatory-training.aspx>
      7. Step-by-Step Guide found at that address
      8. New for 2016:
         1. No test scores for sexual harassment
         2. All policies combined under one heading
         3. Certificates available on Moodle for personal records
      9. List of employees who haven’t completed training will go to department heads first
   2. Classified Evaluation System
      1. Only 85 classified employees on campus
      2. Evaluations due August 15
      3. Second level evaluator must sign the evaluation prior to or the same day the rated employer signs.
      4. Performance adjustment cannot be granted if evaluation has not been completed correctly
8. Next Meeting – August 18, 2016 – 10:00 AM, UC 208
9. Adjourn- 10:52 AM