

**University Staff Committee Meeting Minutes**

July 13, 2023 / 1:00 PM – 2:00 pm

Galbraith room & Teams

**Members Present**: **Sherry Craig, Lisa Crumble, Alex Gray, Jean Hrpcek, Carol Kinsley, Loki Lott, Michele Oakes-Cisler, April Puryear, Heather Spencer**

**Members Absent:**

**Guest: Jennifer Wagner**

**Call to Order:**  1:01 pm called to order by Carol Kinsley

**Meeting Minutes Approval for June 8, 2023**

Minutes approved unanimously.

**Officer Appointments**

Sherry Craig and Carol Kinsley accepted nominations to be Co-Chairs.

Alex Gray volunteered to be Secretary

The slate was voted and passed unanimously.

**Campus Update**

Sheronda Glass was not present so no update was given.

**Committee Appointments**

A discussion of the sub-committees, and the tasks involved. As they were discussed, members volunteered for the committees.

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| **University Staff Subcommittees - 2023/24** | | |
| 1 | Elections | Joy/ Alex |
| 2 | Distinguished Service Awards | Lisa & Jean lead, everyone else assists |
| 3 | Regent's Excellence Awards | Sherry/Carol |
| 4 | Professional Development Funds | April/Jean/Michele/Carol/Jenni |
| 5 | Christmas tree set-up/take-down | Carol/everyone else help decorate |
| 6 | Ask Me Event | Michele/April/Carol |
| 7 | Website development/upkeep | Heather ? |
| 8 | Bylaws update | Biannual - not needed this year |
| 9 | Professional Development Event | Joy/\_\_\_\_\_\_\_\_\_\_\_\_ |

**New Business**

**Adjournment:**

Motion to adjourn by Jean and seconded by Heather.

Meeting adjourned: 1:46 pm

Minutes submitted by: Sherry Craig