

**University Staff Committee Meeting Minutes**

July 14, 2022 / 1:00 PM – 2:30 pm

Neubauer room

**Members Present**: **Sherry Craig*,* Bob Grieshaber, Carol Kinsley*,* Laura McClure, Michele Oakes-Cisler, April Puryear, Heather Spencer, Jenni Wagner**

**Members Absent: Mary Henderson, Jean Hrpcek, Loki Lott**

**Call to Order:**  1:05pm

**Meeting Minutes Approval for June 9, 2022**

Minutes approved – with minor changes

**Executive Committee Election**

The Executive Committee consists of two co-chairs and a secretary.

Sherry Craig and Carol Kinsley expressed interest in being co-chairs. An election was held to fill the co-chair positions. Sherry and Carol received unanimous support.

A motion was made to hold the secretary position election in August. The motion passed. Jenni agreed to continue to do the secretary duties until then.

**Vice Chancellor Finance/Administration Update**

Vice Chancellor Menke was not present at the meeting to give any update. Discussion took place regarding his presence at the meetings. We believe he is the liaison/representative from the Chancellor’s Cabinet. It’s good to have him attend the meetings, but some are concerned about him being here for the entire meeting. Carol will discuss the concerns and situation with him.

**University Staff Professional Development Event**

Upcoming event happening on August 18. Heather is ready to send out a qualtrics “survey” to start collecting information on attendees. Discussion took place regarding giving a parking permit as a door prize. Jenni will do some research on this.

**University Staff Committee Sub-Committees**

Sherry went over a listing of sub-committees and responsibilities involved. Some committees need leadership and some require participation. Committees are as follows:

* Election
* University Staff Distinguished Service Award
* Regents University Staff Distinguished Service Award
* Professional Development Funds
* Christmas Tree Set-Up
* Ask Me
* Website
* By-Laws Review (even years)

Sherry will send out an email asking for participation.

**Ask Me**

Ask Me is partnering with the Welcome Team this year. Volunteers are still needed. Colette Bell will be sending out the emails requesting volunteers.

**New Business**

Green Bay has their professional development conference scheduled for September 30th. Sherry will send out the invite to University Staff.

**Adjournment:**

Meeting adjourned 2:19pm.

Minutes submitted by: Jenni Wagner, Interim Secretary