

## University Staff Governance Kickoff Meeting

July 16, 2015, 10:00 a.m.

MAC 201 (Gathering Room)

- Welcome all, introduce new members, review membership
  - Distribute committee folders
  - Theresa Mullen replaces Kimberly Danielson on USC
  - Sarah Pratt replaces Melissa Nash on PDC
  - Awards & Recognition rep will be whomever receives University Staff Founders Award
  - Need to replace Sarah on CWC
  - Will need to replace Cris Nelson on Enrollment Working Group if their work continues
  - Will need to elect a University Staff Representative to attend UWS meetings (see “Responsibilities” on bylaws p.5, #13). I have schedule for 2015-16; November meeting conflicts with Fall Conference.
- Discuss keeping meetings in MAC 201 or moving to room with larger capacity (suggestions?).
- August 20 meeting will be rescheduled due to conflict with Shared Governance Leadership Group meeting.
- Subcommittee members want to be included on Outlook meeting invitation, or only chairs?
- Each subcommittee will decide on their own meeting schedule. Chairs are responsible for:
  - Scheduling meetings and posting to online campus calendar as an open meeting (search for Master Calendar on website). If scheduling is done through EMS or University Reservations, this will be done automatically when “open meeting” is indicated.
  - Submitting electronic meeting minutes to the SOFAS as soon after the meeting as possible (no special format needed) with a cc to the USC Chair.
  - Submitting electronic end of year report to SOFAS.
- Whomever attended 7/8 UWS telepresence, please share info at August USC meeting.
- Discuss PDC assuming responsibility for creating new University Staff Governance brochure and banner; need to move quickly to have in place for Fall Conference.
- Break up into committees and discuss charges and meeting schedules. USC will vote for chair and secretary (Tina not interested in being on ballot) for 2015-17 terms; vice chair and treasurer positions continue 2014-16 terms.
- Adjourn