

CSB Support Staff Meeting
October 22, 2009
Minutes

Present: Mary Jo Beuning, LaRae Foehrenbacker, Pam Laudenbach, Nicole Reuter, Roxanne Schramel

1. Minutes of September 16, 2009 Meeting

Roxanne Schramel made a motion to approve the minutes and Pam Laudenbach seconded the motion.

2. Budget Report

Expenses so far have been \$446.55, leaving a balance of \$1053.45.

3. Professional Development Committee

LaRae Foehrenbacker will bring document explaining the structure of the professional development committee and steps of action to follow when discrepancies occur. LaRae Foehrenbacker will also report back on updates need to the professional development site. How do people know about current professional development opportunities? Should the professional development committee pick a few to highlight?

4. Program Review

Pam Laudenbach gave an update on the Fall Support Staff Social planned for October, 29th. The social will be held from 1:30 to 3:00 as this should be a convenient time for all support staff to find some time to attend. All committee members are encouraged to attend the social as long as possible. Roxanne Schramel will create name tags for all support staff committee members.

Suggests for future events were discussed. Pam Laudenbach will research suggestions; mainly comical and inspirations speakers. LaRae Foehrenbacker offered to check with the comedian Ken Davis. Other possible ideas included organizing events where individuals can purchase discount tickets at group rates.

It was also agreed upon that we watch our budget and in February possibly look at donating to other committees on campus to help fund joint events.

5. Miscellaneous

A few members of the support staff committee (Mary Jo Beuning and Nicole Reuter) met with Dr. Tobie van der Vorm, a consultant hired to assist with the CSB Presidential Search. It was brought to her attention that there is not a support staff representative on the CSB Presidential Search Committee.

Discussion was held on the pros and cons of using the O drive or SharePoint. The committee then agreed we should continue forward with setting up a SharePoint site. Roxanne Schramel agreed to be the SharePoint administrator and will call a special meeting in the Clemens Training Lab to demonstrate it.

6. Future items to Discuss

December social

Professional Development Budget report