

**CSB Support Staff Committee
Meeting Notes
July 18, 2007
1:15 – 2:30 pm
Academic Services Building, CSB**

Present: Shelly Athmann, Pat Bogard, Trish Doran, Joyce Honer, Diane Johnstone, Karen Storkamp

Absent: Joan Ellering, Terri Johnson, Barb Ries

Chair/Vacancies

The CSB Support Staff committee is without a chair. Al Rassier's term was up this spring. There are two additional positions open; one in Custodial Maintenance and one in Facilities Maintenance and Transportation.

Nominations were taken for chair. Trish will send out nomination forms to the missing committee members. When these have all been received a vote will be taken via an internal hard copy mailing. A chair should be chosen before an August meeting and the new chair will set the meeting date/location.

Shelly will send out nomination forms to Custodial and Facilities/Transportation support staff for nominations to fill the 2 vacant positions. In addition, the CSB Support Staff Committee Structure will be sent along as well as letting folks know that this is a 3 year commitment.

Committee Structure

Monthly Meetings - The group decided to continue with the monthly meeting schedule. The new chair will set up the meetings and will also provide the agenda. The agendas will be sent out prior to the meeting and a meeting reminder will be sent a day before the meeting.

Meeting Minutes – Trish has taken minutes in the past. She volunteered to continue this. The committee needs to make sure that if she is absent from a meeting that someone takes minutes for the meeting.

Web Page – Trish will continue to update the web page.

Budget – Karen will work with the Business Office to get access to the budget and provide a report each month.

Communications – Diane will provide a monthly email (or hard copy to those employees who don't have regular computer access) with updates on what the support staff is working on.

Committee Development – The group would like to have updates or receive more information on programs such as Simply Well and the Joint Benefits Committee so that members can be better informed to bring information back to their respective areas. It was suggested that Human Resources attend a meeting to talk about Simply Well and that more information is needed on the process of receiving funds from the Professional Development fund works and the relationship to the support staff committee.

Programs/Activities – This will be the focus of the next meeting.

Shelly Athmann
Recorder