

**CSB Support Staff Meeting
September 16, 2009
Minutes**

Present: Curtis Anderson, Mary Jo Beuning, LaRae Foehrenbacker, Pam Laudenbach, Danette Molitor, Darrin Pence, Joan Pfannenstien, Nicole Reuter, Roxanne Schramel, Mary Jo Waggoner

1. Minutes of May 13, 2009 Meeting

LaRae Foehrenbacker made a motion to approve the minutes and Roxanne Schramel seconded the motion.

2. Meeting Dates for 2009-2010

Meetings will be changed from Wednesdays to Thursdays this academic year.

New Meeting dates:

October 22, 2009	January 14, 2010
November 19, 2009	February 11, 2010
December 17, 2009	March 11, 2010
	April 15, 2010
	May 13, 2010

Nicole Reuter will post meeting dates on the CSB support staff website. Darrin Pence will send emails to all staff reminding them of the upcoming meetings. Also, meeting dates will be posted on the Bulletin Board inviting staff to attend and to send any ideas, comments or concerns to any member of the committee.

3. Budget Report

Expenses so far this year have been \$331.90 for the Employee lunch certificates. It was also suggested that in the future the certificate be valid for one meal at the Gorecki Dining Center or for one loaf of bread.

4. Professional Development Committee

Mary Jo Waggoner will create a document explaining the structure of the professional development committee and also steps of action to follow when discrepancies occur with the approval or rejection of a request.

Pam Laudenbach made a motion that at least one CSB support staff board member must serve on the professional development committee, and the committee must have at least 3 members total with a maximum of 4 members. Darrin Pence seconded the motion.

5. Program Review

Ideas were discussed for hosting a fall gathering/social in early October. Pam Laudenbach will work on the details.

6. Miscellaneous

Mary Jo Beuning will draft a letter to be sent to all support staff in the next week or two as a Fall welcome.

Discussion was held about where to store all documentation; using the O drive or SharePoint were both discussed. Roxanne Schramel will set up a SharePoint site for the CSB support staff committee and possibly give a demonstration on the software at an upcoming meeting.