

## **Knox College Staff Council Meeting Minutes Thursday, November 1, 2018**

**Present:** Becky Canfield, Jennifer Gallas, Stephanie McMillan, Becky Hale, Todd Smith, Emily Frakes, Susan Williams, diana Mackin

**Absent:** Lindsey Rogers, Karen Benedict.

**Visitors:** Kristy Ladendorf, Crystal Bohm

Chair Becky Canfield called the meeting to order at 1:05 pm. Minutes of the October 18 meeting were approved. Stephanie gave the treasurer's report, our balance is \$770.23.

### **Committee Reports:**

**Administrative Issues-** Committee Chair Emily Frakes shared the checklist compiled by the committee. They will meet with Crystal to go over it. This item is something that could be shared with the staff in the "New to Knox" tab.

**Nominations & Election-** No report.

**Communications & PR-** Committee Chair Karen Benedict sent the report to Becky C. to share with the council. She thanked Brea Cunningham for creating a poster template for the After Hours event. The next staff spotlight will be on Henry Wooten, and it will be going out soon.

**Staff Development-** Committee Chair Todd Smith reported that the November coffee talk event will be on work/life balance by Tess from the U of I Extension office. It will be held November 28 at Noon. They want to do a fun December event on gift wrapping, making bows, and decorating cookies, etc. at the Wilson House. The punch card/raffle idea was discussed. Todd talked with Doug in Dining Services. Todd proposed doing a raffle for lunch in the Gizmo at every event.

### **Old Business**

Staff mentoring program - On hold until Becky C. can talk with Teresa.

Fac/Staff day at a basketball game - will do this in collaboration with SAAC.

The next After Hours event is at Budde's on November 6.

### **New Business**

Becky H. will be on medical leave in November and December, so we need someone to take minutes at the meetings. Stephanie will take minutes at the next meeting, and Jennifer will run the meeting because both Beckys will not be present.

Meeting schedule moving forward: Starting in December, we will meet as a council once a month, and exec board will meet once a month. Exec: Nov 29, Jan 10. Full Staff Council: Nov. 15, Dec. 6, Jan 17.

### **Visitor Comments**

Kristy Ladendorf suggested that SC could promote an ugly sweater contest at the holiday luncheon. Crystal will talk to Teresa about that.

Next meeting of full staff council will be November 15; Executive committee will meet on Nov. 29. Motioned to adjourn by Todd Smith; seconded by diana Mackin. Motion carried. Meeting was adjourned at 1:51.