

Knox College Staff Council
Meeting Minutes Thursday, November 15, 2018

Present: Jennifer Gallas, Stephanie McMillan, Todd Smith, Emily Frakes, Karen Benedict.

Absent: Becky Canfield, Becky Hale, Lindsey Rogers, Susan Williams, diana Makin

Visitors: Kristy Ladendorf, Crystal Bohm, Pat Pendergast

Co-Chair Jennifer Gallas called the meeting to order at 1:05 pm. Minutes of the November 1 meeting were approved. Stephanie gave the treasurer's report; our balance is \$770.23.

Committee Reports:

Administrative Issues- No report - meeting was re-scheduled.

Nominations & Election- No report.

Communications & PR- Committee Chair Karen Benedict reported there has been no meeting. Brea Cunningham is working on an updated After Hours poster. Stephanie McMillan is working on scheduling After Hours through the end of the year. Possible locations include The Bar 65, 156 E Main Street, Iron Spike, and Sully's Pub.

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. On December 12 the event on gift wrapping, making bows, and decorating cookies, etc. is scheduled in the Wilson House. The punch card/raffle idea was discussed with Melody Diehl. A \$5 to \$7-dollar amount at the Gizmo would be acceptable without any tax implications. A bigger prize of \$25 may require some paperwork, that we could have the winner fill out upon receipt of the prize. Becky will discuss the idea of a contest at the Holiday Luncheon, however, Crystal Bohm reported that something might be in the works for this year. Staff Council would like to be involved next year. Staff Development is also working with the GPD to possibly present on Identity Theft for the January coffee talk event.

Old Business

Staff mentoring program - On hold until Becky C. can talk with Teresa - November 19

E-mail Distribution List - Emily Frakes reported that there is a field in CX creating the issue and Deb Marty is working on updated lists.

Fac/Staff Appreciation day at a basketball game - Collaboration with SAAC on January 25. Both teams play Beloit College that day, the women at 5:30 and the men at 7:30. Kim Schrader presented ideas of a drawing for apparel for all Fac/staff in attendance. Staff Council will provide Free Popcorn and Stephanie will work with Softball Coach Erin Rutledge on that. We discussed having a reception for staff in the Hall of Fame Room across from Stephanie's office. We still need to decide/find out if we can purchase the snacks and drinks for this at HyVee or if we are required to do through Dining Services. Kim also suggested that SAAC is working on a half time competition, more information on that to come. SAAC will create the flyer for the event and Stephanie will talk to Doug about special pricing for a reception.

The next After Hours event is at Fat Fish on December 4, Smokin' Willies BBQ will be there especially for this event, please try to get your co-workers to attend.

The council discussed an e-mail from Karrie Heartlien about a request to use After Hour to promote the United Way Campaign. Todd Smith had replied to all of the council with an e-mail. The summary of his e-mail was that we want to keep After Hours strictly simple and social with no other agenda. The council present agreed. Becky or Jennifer will reach out to Karrie to relay the message along with the idea that if they organize an event that they could reach out to us for volunteers.

New Business

Open Forum organization needs to begin.

Visitor Comments

Kristy Ladendorf asked if the council would be doing the HyVee coupons again. The council discussed some of the issues with last year's distribution and people that were missed. If we do it again this year, we talked about offering it to all faculty and staff to clear up any confusion. We will make this a new business item for the next council meeting.

Executive committee will meet on Nov. 29 and the next meeting of full staff council will be December 6; Motioned to adjourn by Todd Smith; seconded by Emily Frakes. Motion carried. Meeting was adjourned at 2:00 p.m.