Present: Megan Allen, Susan Beckett, Phil Jordan, Craig Just, Dawn Marshall, Ginny Miller, Andy Veit, Mark Wilson

Absent: Richard Hardin, Becca Whitaker, Sarah Williams

Liaisons: Not present.

I. Approval of May 3, 2007 Minutes
Minutes were approved as submitted.

II. Old Business
Barry has invited 3 faculty to serve on the climate ad-hoc committee. He has not yet heard back from them and so will wait until the fall to convene the committee. The committee charge, as we understand it, is to address work climate issues, including all forms of harassment.

III. Subcommittees
a. Budget Discussion
Phil asked members to submit to him a list of items we have spent money on in past years and a wish list for the upcoming year in order to prepare a budget request for this year. 
Action Item: Send Phil past budget items and wish list.

b. New Employee Orientation
There was discussion on when and how often to offer orientation. It was suggested that it be held 3 times a year: fall, spring, and summer. This would synchronize with the academic calendar and not leave too much time between a start date and any one orientation session.

c. Social Committee
Action Item: Megan will talk to Becca regarding the end-of-summer staff campaign.

d. Explore Engineering Series
Craig said that staff are welcome to participate in Engineers Without Borders and Engineers for a Sustainable World. He would like to get more staff involved in the annual trip to Xicotopec as well. He also volunteered to help with programming for this series.

e. Adopt a Student Organization
Andy would like to help with any student mentoring activities.

f. Intranet
The subcommittee will meet with Fred Streicher on May 31 to talk about internal communication strategies. It was suggested that we also consider student needs and include students in the discussion. One way we could support student needs is to advocate for Club software.

IV. Human Resources
No report.
V. University Staff Council
Ginny reported that the USC talked about the Virginia Tech shootings and that Chuck Green has been invited to their next meeting to talk about emergency procedures. Does the college have emergency procedures? How do we communicate if there is a threat or emergency (medical, weather)? Does the university have an automated notification system that will send email and/or leave voice mail? They can send out a mass telephone message. Would be nice if they could push out a message to more devices.

For the college, who is responsible for what? Safety is a local issue and regulated by OSHA. Current university policy on weather states that safety is an individual’s responsibility. What can we do? Make options and resources known. NADS has a safety committee. They address emergency, security, and safety issues. They have run drills for fire, weather, and medical emergencies. They have an in-house safety expert that organizes the drills. Risk management manages safety issues in IIHR. Staff attend mandatory training; staff are assigned to assist the handicapped in case of evacuation.

Some ideas for steps we could sponsor/advocate for include: designate a first responder in each building or for each floor in a building, install defibrillator stations, initiate mandatory safety training for all staff.

First, we need to find out what is in place now, then lobby for seminars or training that will fill the gaps. Our role could be to host forums or seminars. We could sponsor an “Explore Safety” seminar series.

**Action Item:** Susan will talk to John Millsap about what is currently in place.

Ginny also reported that final approval of the budget and salaries will occur by June 14. Average raises will be in the 4.5%-6% range and could range up to 10%. Supervisors must provide a justification letter if the raise is less than 1% or greater than 10%. Salary letters will be on the self-service site July 2.

VI. New Business
a. Wellness Opportunities
The staff council received a request to investigate offering chair massages in the college. This is a university-sponsored wellness activity. There were questions about how this is handled in other colleges. Other wellness-related requests included shower facilities in IIHR and NADS. There is a shower in Seamans Center but few knew how to get access to it. It was suggested that the resource be more widely publicized.

**Action Item:** Ginny will contact the College of Education to see how chair massages work there.

**Action Item:** Invite a central HR wellness representative to an upcoming meeting to talk about local wellness opportunities and ideas for competitions.

There was also discussion about an environmental project that would look at individual (or perhaps unit) carbon footprints and ways to reduce them.

VII. Adjourn
Meeting adjourned at 10:00am.