



# EAC Meeting Minutes

## **Meeting Time and Place:**

Tuesday, August 18, 2009

9:30 a.m. at the Greenblatt Library, Room 211

## **Voting Members Present:**

Barbara Barton, Gina Boyd, Laurie Bush, Tracy Chavous, Laurie Lane, Robin Reyes, Dayna Seymore, Lisa Stamper, Billie Jo Sullivent, David Wardlaw, and Lisa Wheatley

## **Members Not Present:**

Regina Gaston

## **Non-voting Members Present:**

Debra Arnold and Catherine Holmes – Human Resources

## **Guest:**

Deborah Kalliokoski – University Advancement

### **I. Welcome and Introduction – Lisa Wheatley, Chair**

Lisa called the meeting to order.

### **II. Agenda Item 1**

#### *Annual Fund Information*

- Deborah Kalliokoski, director of annual funds in University Advancement, discussed possible ideas for morale boosters for the campus and ways for the council to be more involved in recognizing employees. She also discussed the procedure to establish a fund and funding options.
- The council decided to solicit input from the constituents as to what activities they would consider to be morale boosters for the campus.

### **III. Agenda Item 2**

#### *Review of Comments/Suggestions from Constituents*

- Comments and suggestions were reviewed by the council members. Constituents are encouraged to continue to submit their comments and suggestions as they are much appreciated. All comments and suggestions received that are identified with an employee's name will be entered in the quarterly drawing for a Mocha Mahn gift certificate.
- The council will investigate the possibility of having a suggestion box in addition to the Beeper ad and the online form.

### **IV. Agenda Item 3**

#### *Scheduling of New EAC Meetings*

- The council will begin having monthly meetings in September.
- The next regular monthly meeting will be held on Tuesday, September 15 at 2:00 p.m. in the Library.

### **V. Agenda Item 4**

#### *Erie P. Blissit & Clay Adamson Nomination Process*

- The council will serve as the selection committee for both awards.
- The nomination process has been extended to August 31 to allow ample time for all nominations to be submitted.
- A special meeting of the council will be held on Tuesday, September 1 at 10:00 a.m. in the Greenblatt Library to review the Erie Blissit and Clay Adamson Award nominations.

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## VI. Agenda Item 5

### *New Business*

- The council discussed the election of a vice chair. The bylaws will be reviewed and revised to include a process for electing a vice chair. A new vice chair will be elected at the next monthly meeting.
- In addition to the formal minutes, the council will provide an overview by email to constituents within three business days of each meeting.
- A procedural document will be drafted to include the most effective and efficient way to interact with Administration and respond to constituents.

## VII. Meeting Adjourned – Lisa Wheatley