



EAC Meeting Minutes

Meeting Time and Place:

July 11, 2007

10:00 a.m. at the Greenblatt Library, room 211

Voting Members Present:

Michael Budd
Suzanne Dederscheck
Patti Edwards
Brenda Hall
Patrick Hatch
Kimberly Hayes

Susan Khaksarfard
Christi McClintock
Davida Miller
Deborah Pinion
Dick Woodring
Karen Yonce

Non-voting Members Present:

Debra Arnold– Human Resources
Lee Little – Legal Office

Guests:

Libby Poteet – Outgoing Council Chair

I. Welcome and Introduction – Libby Poteet

Libby welcomed all to the meeting and had each council member introduce themselves and the area they represent.

II. Review of ground rules – Christi McClintock

- Start and end meetings on time
- Come prepared to all meetings
- Do not interrupt
- Respect one another
- Stick to the agenda
- Arrive on time
- Complete tasks
- Cell phones and pagers on vibrate only
- Respect meeting roles
- Reserve time for this meeting
- No side conversations or passing notes
- No put downs
- No egos or pulling rank
- Opinions and concerns are to be expressed during the meeting

III. EAC Purpose and Responsibilities – Libby Poteet

ARTICLE IV: COUNCIL MEMBER RESPONSIBILITIES - Members of the Staff Council will be responsible for the following:

- A. Serving as a liaison between campus administration and staff on matters impacting campus staff. Members will assist administration by serving as a communication vehicle to campus staff on matters brought before the Council. Members will also serve as a resource for campus employees to bring forward issues that impact staff.
- B. Serving in advisory capacity to the Division of Human Resources on employment related issues such as recruitment and hiring processes, training and development programs, benefits, and policies affecting employment.
- C. Serving as the Selection Committee for the annual Erie P. Blissit Award.
 - Selection Committee for the Clay Adamson Facilities Management Employee of the Year Award (this statement will need to be added into the by-laws)
- D. Providing input where appropriate on campus communications to staff.



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E. Attending meetings regularly and representing employees. A Council member who misses more than two (2) consecutive meetings may be subject to removal from the Council.

F. Serving in other roles as requested by the President's Cabinet.

Note: All members are asked to view the EAC website to verify their information. The website will not be updated again until after August 1, 2007. ITSS is implementing a new program and the program should go live August 1.

IV. Selection of new Council Chair – Debra Arnold and Lee Little

As stated in the By-laws the Council will elect a chair at the first meeting of the new fiscal year. The Chair should be elected from those members who are beginning their second year of service on the council.

All the present voting members voted for the 2007-2008 EAC Council Chair. Michael Budd had the majority of the votes.

V. Erie P. Blissit and Clay Adamson Awards – Debra Arnold

Erie P. Blissit Award

The Erie P. Blissit Award honors active, full-time classified employees, with at least one year of continuous employment, who perform administrative, clerical, and secretarial support services and deserve special recognition for their outstanding service.

Clay Adamson Facilities Employee of the Year Award

The Clay Adamson Facilities Management Employee of the Year Award was created to honor the outstanding job performance of one Facilities Management Division Employee during the last year.

The EAC will serve as the selection committee for both awards. The nomination period of both awards ends August 15.

VI. Meeting schedule – Michael Budd

Special meeting sessions scheduled for August 20 and August 27 at 10:00 a.m., room 211 in the Library unless otherwise notified.

The next regular scheduled meeting is October 10 at 10:00 a.m., room 211 in the Library.

VII. Review of Action Items (old and new) - Debra Arnold

VIII. Meeting adjourned – Michael Budd

ACTION Items			
Status	Action to be taken	Responsible	Due Date
Open	1. Reserve room 211 for special meeting dates on August 20 and 27 and regular meeting on October 10 – all at 10 a.m.	Michael Budd	July 31, 2007
Closed	2. Email members constituent spreadsheets and member roster.	Debra Arnold	July 11, 2007

* Please let Debra know when you have completed your assigned action item