

## **Staff Council Executive Committee Meeting Minutes: May 14, 2013**

**Attending:** Amber Amari, David Caudill, Kevin Chappell, MaryAnne Gaunt, Charles Gilbreath, Cheryl Jester-George, John Medlock, Kimberly Moore, Stephen Rosner, Jowanna Tillman, Susan Vogtner, Anita Webb, Shelly-Ann Williams, Michael Wyatt

### **Opening**

Vice chair Charles Gilbreath called the meeting to order. Council chair Chris Connelly was out of town. Approval of the minutes of the April 23 special meeting was held for addition of the attendance list.

### **Annual Retreat**

The first item of business was review of the agenda for the annual council retreat, which will be held on Friday, May 17, in the ground floor conference room of the 25 Park Place Building. Planning Director Jowanna Tillman led the discussion. The event was relocated from the Brookhaven Center, which is being closed by the university.

The retreat, entitled "Better You, Better U," will focus on individual staff contributions to university strategic goals and overall success. Following opening remarks, an icebreaker, and an interactive discussion lead by the council chair, the featured speaker for the retreat will be university men's basketball coach Ron Hunter.

The retreat will also include an introduction to the Basecamp project management system, which the council will use this year to organize committee and general activities. Following lunch, the council will break into standing committees and work on developing action items for the council year. Committee chairs will record the results of their discussions in Basecamp and share via this tool during the council-wide session that closes out the retreat (along with final remarks and give aways).

### **Basecamp Overview**

Staff Relations director John Medlock demonstrated use of the Basecamp tool mentioned above. The online application promises to help keep the council organized this year, but

also facilitate the transition process between officers and committee chairs that occurs each year. Once chairs become familiar with the tool, they should plan for the development of a project template that can be used next year to guide the committee. He indicated that although the Executive Committee already had access to Basecamp, the remainder of the council would be added on Thursday, before the retreat.

### **Committee Reports**

Medlock reported that the Staff Survey ad hoc committee had settled on Monday, June 17, as the start date for the university-wide staff survey. The survey will be accessible for a month.

### **Closing**

Before adjourning, long-time council representative and senator David Caudill announced that he will be retiring from the university this summer. The group congratulated David on this significant step and thanked him for his exemplary service to his staff peers and to the university as a whole.

The meeting was adjourned.