

August 1, 2018, 12:00-1:30pm, Santa Catalina Hall, room 233B

## ATTENDEES

### PRESENT:

Cindy Jauch  
Cyna Stehr  
Graciela Ceballos  
Irene Rodriguez  
Janette Moerer  
Jared Vibbert, Assistant Vice President  
Laura Cox, Past Vice President

Linda Anderson, Administrative Assistant  
Mike McDade, Vice President  
Margaret Schmidt  
Marissa Akins  
Thomas Lyons  
Todd Elliott  
Vinicius Lima

### ABSENT:

Aaron Schmidt  
Alisha Pendley  
Elyse Baker  
Jennifer Boen  
Lisa Shaw  
Rosetta Hill

Sara Kaner  
Sarah Nucci  
Shahin Rezai  
Shelly Lowry  
Susan Norton

## AGENDA AND MINUTES (See Follow up/Action Items highlighted below)

### 1. Welcome

- Mike began the meeting and let the group in introductions.

### 2. SD Rewards Secret Word

- Linda provided the secret word. Poly Staff Council will provide secret words for all meetings and events this year.

### 3. Approval of Minutes from May 14, 2018

- Margaret motioned for approval and Irene seconded. The council unanimously approved the minutes.

### 4. Budget

- Staff Council has not received its budget yet. Mike will invite Trudy Perez, Staff Council Treasurer, to speak about the budget at the next meeting.

### 5. Executive Board Retreat Highlights

- The Executive Board emphasized Staff Council's mission, "to serve as a voice for ASU staff, to advise the President of ASU on the working climate, and to raise issues and concerns of staff."
- The Polytechnic campus is the only one with a campus newsletter. It is very useful to the entire campus community and many other campus councils this tool for their respective campuses as well.
  - Janette will ask UTO how she can track email open rates for the Poly Sunrise.
  - Mike and Jared encouraged the council to forward Staff Council messages to their respective units as they become available.

- Work climate was an overarching theme of the retreat. Last year, the council wrote a letter to President Crow about staff salaries and performance evaluations and the conversation is ongoing. The letter to President Crow and his response are available on the [Staff Council website](#).

### 6. Poly Annual Goals

- Mike and Jared are focusing on Staff Council's mission to serve as a voice for Polytechnic staff. The Council will continue to focus on its ongoing major event. Other events may need to be revamped in order to be more effective.

### 7. Committee Assignments

- All Staff Council members are required to serve on at least one committee. The Poly Council needs at least one member on each committee so that the campus can be part of the solutions that these committees create. Council members reviewed their committee assignments and made desired adjustments.
- The Council will require members for the following subcommittees. Please let Mike or Jared know if you are interested in any of the following:
  - Walter Carter Memorial Scholarship
  - Halloween Decoration Contest (October 26)
  - Staff Appreciation BBQ Decorations
  - CSW-SC Conference (October 17)
  - Holiday Party (tentative)
  - Relay for Life

### 8. Fall Meetings & Events

- **Regular Meeting Schedule**
  - Mike and Jared will reach out to the Council members offline to schedule monthly meetings.
- **Staff Appreciation BBQ**
  - The following details have been confirmed. All BBQ's will be from 11:30am-1:30pm. Mike encouraged the council to volunteer for BBQs at the different campuses.
    - Downtown Phoenix: September 26, Civic Center Park
    - Polytechnic: October 31, Sun Devil Fitness Center, Court 3. The Poly Council will hold a costume party for this event. Mike will ask the Print and Imaging Lab to create trophies.
  - The Tempe and West BBQ dates are not confirmed yet.
- **Halloween Decoration Contest**
  - The contest will be on October 26.

### 9. Poly Innovation Roundtables

- A few staff council members attended a roundtable with Minu Ipe from the Office of the Knowledge Enterprise Architect. These roundtables discussed how innovation impacts staff at our campus. Meetings such as these are valuable opportunities to share the Poly experience with the rest of ASU

### 10. New Business

- Facilities
  - Beginning Monday, office and cubicle trash will only be collected on Thursdays. This is the same policy as the rest of the university. Tom encouraged the Council to email him if any of their trashcans go missing. Gracie will email Tom about trash pickup schedule for doctor's offices.

- The ASU Preparatory Academy project is completed and the labs are largely ready. Phase Two will begin in approximately one year.
- Lot 49 is under construction
- The Academic Center is still under construction and receiving furniture.
- Facilities is replacing the chillers in the southwest portion of the TECH building. This construction will last through the end of October.
- The new ASU Charter sign will not be installed until January.
- Parking
  - Lot 8 is on schedule and should be completed by August 10. It will provide residential and green parking spaces.
  - Lot 49 is almost finished. It will provide orange parking spaces and will be used for events in the Cooley Ballrooms.
  - The campus shuttles return to their regular weekday schedule on August 6. They will resume their weekend schedule starting on August 16. Echo and Platinum passes are now available.
- A blood drive will be held on all campuses on January 11, 2019. The council discussed holding an additional blood drive. **If it does, then a subcommittee will need to be formed.**
- The PBS Pledge Drive is on August 21 and 22.
- **The next Lunch and Learn is on August 24, 12pm at the Tempe campus. Staff can also watch it online.**
- **The Poly Internal Campus Directory is available for review on the Poly Staff Council web page: <https://staffcouncil.asu.edu/locations/polytechnic-campus-staff-council>**
- **Jared encouraged council members to invite coworkers from within their own units and those in unrepresented units to join Staff Council.**
- **ASU has not published a new policy for signage. Mike and Jared will provide it to the Council once it is available.**
- **EOSS is considering hosting a Holiday Coffee event in the winter. Mike will discuss this with Ryan Olkes.**
- **Linda will add Mike's and Jared's new executive board pictures to the Staff Council website.**

**The Council adjourned at 1:13 p.m.**