

**Staff Council-Minutes of Meeting**  
**5/2/2018**

---

- I. **Call to Order by Nick Adams at 2:05 p.m.**
  
- II. **Roll call**
  - a. Present: Nick Adams, Glen Halbert, Jody Peters, Melissa Buxton, Jarvis Ewing, Timothy Hopkins, Tyler Wheat, Andrew Garner, Megan Smith, and Renea Brandon
  
- III. **Approval of the Minutes**
  - a. Andrew made motion to accept the April 4<sup>th</sup> minutes, it was seconded by Glen and passed without opposition.
  
- IV. **New Business:**
  - a. Glen is stepping down as VP due to other work commitments. Elections will be held next month, and officers will be installed in July.
  - b. OWL nominations are open, and we need to encourage people to apply. It was noted 2 different forms are available online, so Nick will work with Rich to revise the site.
  - c. Policy Review for the use of Plymouth Bluff Center was distributed for review and comment. It will go for approval at the next Administrative Council meeting, May 4<sup>th</sup>.
  - d. PIE Council met and reviewed the faculty/staff satisfaction survey. Glen is contacting Institutional Research to obtain a copy of the results to help Staff Council with planning efforts. The results will be posted to IR's site once officially available.
  
- V. **Old Business:**
  - a. Staff Appreciation luncheon is Friday, May 18<sup>th</sup> in the W room. Melissa, Evans, and Megan are working on the setup and will follow-up with the group shortly.
  - b. Glen is meeting with Randy, Interim Police Chief, to discuss the safety week to be held in the fall.
  - c. The pay raise discussion is at a standstill now. Hopefully, more information will be shared during Administrative Council on Friday.
  - d. Discussion about the lights around campus has been brought to Nora's attention. The city is currently installing lights within the surrounding areas and should be near campus in the next few weeks.
  
- VI. **Adjournment: 3:00 p.m.**
  
- VII. **Minutes Submitted by Megan Smith**