

# STAFF COUNCIL MINUTES

**Date:** December 11, 2018

**Time:** 10:00 A.M.

**Facilitator:** Haleigh Prosia, President

## In Attendance

Peggy Allen, Janie Malson, Haleigh Prosia, Melony Herron, Erin Smith, José Soto

## Approval of Minutes

The minutes from November 13, 2018, meeting were approved.

## Officers

- Haleigh Prosia, President
- Janie Malson, Vice President
- Peggy Allen, Secretary
- Reggie Shouse, Treasurer

## Council Members

Active members include:

- Peggy Allen, Dean's Office
- Melony Herron, Dean's Office
- Janie Malson, Masters Programs
- Haleigh Prosia, Corporate Mentor Program
- Reggie Shouse, Lynn Pippenger School of Accountancy
- Erin Smith, Dean's Office
- José Soto, Undergraduate Advising

## Budget

Purchasing items needed for the "Make & Take" was discussed and a cost-effective alternative was suggested.

## Items Covered During the Meeting

### Make & Take Event

December 20, 2018, is the date decided for the Make & Take Event—from 10:00 a.m. to 3:00 p.m. Due to the price of cocoa, Council members decided to fill clear ornaments with hot chocolate mix. Participants will have the option to make brownies or cookies and hot

chocolate. A total of 15 brownies, 15 cookies, and 50 hot chocolate ornaments were estimated for this event. Twelve large jars are on hand; 18 will be purchased (totaling 30). Cookies will be M&M and chocolate chip. Chocolate chunks will be Purchased for the brownies. Supplies will be purchased on Thursday, December 13, 2018. Instructions for filling the jars will be prepared, displayed on the wall, and printed (to attach to the jars after they are filled).

### **Foster Families Event**

The Foster Families Event is scheduled Saturday, February 16, 2019. Getting the donation form approved is pending. When the form is approved, Dean Limayem will be notified. Council members will confirm the number of tickets needed.

### **Back-to-School Slow Cooker Challenge**

The Back-to-School Slow Cooker Challenge is scheduled Friday, January 25, 2019, from 2:00 p.m. to 3:30 p.m.

### **Next Meeting**

January 8, 2019 | 9:30 a.m., DBA Suite

Meeting adjourned at 11 a.m.

Minutes submitted by Peggy Allen January 7, 2019, and approved by the Council January 8, 2019.