

STAFF COUNCIL MINUTES

Date: February 12, 2019

Time: 09:30 A.M.

Facilitator: Haleigh Prosia, President

In Attendance

Peggy Allen, Janie Malson, Haleigh Prosia, José Soto, Erin Smith, Reggie Shouse

Approval of Minutes

The minutes from the meeting held January 8, 2019, 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

No budget items were discussed.

Items Covered During the Meeting

Foster Families Event

The Foster Families Event is scheduled Saturday, February 16, 2019. A total of 25 tickets and posters of USF's basketball team were donated.

Pregame Activities will take place from 4:00 p.m. to 5:30 p.m. in BSN 115.

Councilmember Melony Herron will verify whether food is permitted in this room; if not, the multipurpose room will be reserved. Food will be prepared for 30-35 people; Councilmember Janie Malson will facilitate a leadership training session; Councilmember Haleigh Prosia will facilitate a team-building activity; and autographed posters of USF's basketball team will be distributed to each participant.

Food Items will be catered by Little Greek and will include: chicken tenders, hot dogs, and chips/salsa. Little Greek and Dean Limayem will cover the cost.

Parking. Janie Malson will handle the parking arrangements. She will contact USF Parking and Transportation Services (PATS) and request parking passes. Janie will ensure that the decals are acceptable for the Yuengling Center parking lot and she will inquire whether the parking attendant will allow participants to park without a decal.

Volunteers will include Erin Smith, Janie Malson, Haleigh Prosia, Peggy Allen, and Melony Herron.

Back-to-School Crock-Pot® Challenge

The Back-to-School Crock-Pot® Challenge—scheduled Friday, January 25, 2019, from 2:00 p.m. to 3:30 p.m. was canceled.

St. Patrick Day Event

The event was initially scheduled to take place from 12:00 p.m. to 1:30 p.m. on Friday, March 1, 2019, and shop on February 28, 2019. The Council held a planning meeting on February 25, 2019; due to limited time for preparation, the event was rescheduled for Wednesday, March 13, 2019, from 12:00 p.m. to 1:30 p.m.

Staff members will be asked to bring their lunch, and the Council will provide appetizers and dessert. A trivia activity is planned—a list of trivia questions related to St. Patrick Day will be distributed to employees who would like to participate. The team accurately answering the most questions will receive prizes. Councilmembers agreed to email the initial invitation to staff members on February 25, 2019. Planning for the event will be finalized at the next Council meeting (March 12, 2019).

Next Meeting

March 12, 2019 | 9:30 a.m., DBA Suite

Meeting adjourned at 10:30 a.m.

Minutes were submitted by Peggy Allen March 12, 2019, and approved by the Staff Council on March 12, 2019.