FSU Administrative Council
Meeting Agenda

Date January 11, 2012  (First Meeting)  Prakken 104

Committee Members:

Mindy Britton  __x__   Denise Moulter  __x__
Jason Daday  __x__   Melanie Mulder  __x__
Will Gasper  _____   Craig Roach  __x__
Linda Golden  __x__   Ed Shepard  __x__
Sharon Hopper  __x__   Christi Swank  __x__
Geri Johnson  __x__   Patti Terryn  __x__
Fonda Kuzee  __x__   Heather Youngs  __x__
Angie Mishler  __x__   HR Representative  __x__ (WH)

Agenda Items:

1. Review of Agenda

2. Membership/Terms
Copies of the Administration Council charter and a listing of the elected representatives, noting either a one- or two-year term.

3. Election of Officers
Nominations were held and the following officers were elected:

   a. Chairperson        (Christi Swank)
   b. Chairperson elect (Heather Youngs)
   c. Secretary          (Craig Roach)

4. Meetings
   a. Council meetings/frequency
      Monthly meetings; 2nd Tuesday of each month; 3:30 pm in Prakken 104 (or alt site as notified.)
   b. President’s Leadership Council
      Chairperson or their designee will plan to attend. (Karen Obermier was notified on 1/13/2012 to include C. Swank on the invitation list for the President’s Leadership Council.)
5. Communications

Various subjects were discussed, including:

a. Development of a (standing) report from Banner listing administrative employees by division with their Lotus-Notes addressed that can be copied to support e-mail communications. (HR to provide)

b. Examples of other Admin Council charters/websites will be explored (HR to provide a sample)

c. A discussion regarding the development of a FSU Admin Council website:
   i. "Open" vs “closed” access
   ii. Council could form a subcommittee to plan
   iii. Look at other examples of Admin Council websites for content/layout
   iv. Do they post minutes
   v. Offer related “links”
   vi. Site offered through FSU HR web pages/links from all divisions

d. Development of a budget request (HR would offer to President/President’s Council for consideration)
   i. Travel/training
   ii. Printing
   iii. ½ day retreat

e. Use of online surveys to communicate with Administrative employees (may use FSU HR survey software)

f. Opportunity to schedule “open meetings” for Administrative Employees to discuss their concerns and interests

g. Council Member introductions – To close this meeting, each member introduced themselves and gave a history of their work experience with the University.

Next Meeting Date: **February 14th, 3:30 pm, Prakken 104**