MINUTES
Administrative Council Meeting
Aug 4, 2014, 10 - 11 am
Sunset

Attendees: Abbie Allen, Erin Foley, Rob Shaffer, Erika Veth, Shellie Wilson, Bill Goloski

We met today to begin a list of collected ideas that came up, so we can get the ball moving.

At this time, our brainstorming illustrated the need for developing an **administrative staff handbook** (to include recommended procedures, all available online and/or print), which will hopefully tie into developing **(online?) training modules/classes**. This can address some immediate results, but ultimately becomes a long-term, growing project need that will have the greatest universal impact on our colleagues. Creating a strategy for building this handbook is going to be key (start with HR, start with BAO, other...?), and it will require all of us to communicate back to our representative people for their contributions to a handbook.

Secondly, we'll make some strides to address campus beautification.

DUE: Aug 21

- **Please continue to connect with your people** (the Aug 1 deadline was tight for some of us, which is fine). We're never going to be done collecting ideas. Feel free to email them to the group, like Courtney did.
- **Think on your peoples' procedures.** As a representative of your people/departments, consider their role in providing procedures for the handbook. Be prepared to discuss the operation of people and what sorts of training/procedures/steps that they could publish for their colleagues, and will streamline their workloads. Nobody is expected to come *WITH* procedures—we need your knowledge of their operation in order to strategize how to building the handbook.
- **Charter + more.** We'll address the charter revisions, standing meeting times, review meeting minutes, and begin business at our monthly meeting, Aug 21. We'll dedicate some time in our standing meetings to bring up new interests and see how we can incorporate them into our efforts.

Also, this just in: David Thaemert just agreed to serve on AC as a faculty representative.