

**November 21, 2013 - *Minutes***

**Library 407, 10:00AM**

1. Call to Order
2. Executive Committee Reports
   1. Vice-President, Brian McDonald
      1. Provided an update of the Master Plan
   2. Treasurer, Amanda Green
      1. Current balances in accounts are unchanged
      2. There are pending charges which will post for the Food Drive flyers
   3. Recording Secretary, Carol Lunn
      1. Update on Strategic Implementation committee
      2. Each sub-committee is turning in their report for a final document which will be sent to campus
   4. Corresponding Secretary, Charlann Kable
      1. The website is current
      2. Will send out occasional reminders regarding Food Drive pick up dates
3. Committee Reports
   1. Events Committee – Harold Bauer Chair
      1. March 13 4-7 pm is the Spring Fling
      2. There will be food, fellowship and an auction
      3. Main fund raiser
      4. Aramark costs have gone up 6-8% since last year
   2. Awards Committee – Eliza Muscarello Chair
      1. Provided updates on employee of the month and year program
         1. Annual award will be $500 as was given in previous years
         2. Can nominate self
         3. No longer anonymous nomination – signature is required
         4. Developing a ranking system for applications
         5. Will continue employee of the month parking place
      2. Book Award
         1. The book store will donate 8 gift cards for $250 each annually
      3. Staff Medallion
         1. Must have worked at UNO at least 5 years
         2. One award per year, decided by committee
         3. 3 year minimum prior to being eligible again
   3. Member/Elections – Brian McDonald spoke
      1. Charlann Kable is the chair but there are still no other volunteers
      2. Nick Cutera volunteered
   4. *ad hoc* By-Laws Committee – Amanda Green Co-Chair
      1. Plan to send draft of updated by-laws prior to Christmas
   5. Questions for Administration – Kendy Martinez Chair
      1. Power Point presentation attached
      2. Employee from Purchasing was in audience –
         1. said the cost containment committee will recommend that the UCC review all computer purchases
         2. someone in the audience asked why nothing was sent to campus regarding the change in policy
         3. purchasing staff member said they were told it was not official policy yet and that someone from cost containment would send an email
         4. someone in the audience asked why it is being enforced if nothing was sent to campus and the Purchasing website has no information regarding minimum standards
         5. someone in the audience said the standards are driving up costs
         6. Executive Committee called for an end to the conversation so they could find out more information
4. New Business
   1. Staff Training - Carol Lunn
      1. Document attached
5. Guest Speaker

Melissa Hickey, Associate Director, Marketing and Public Relations

* Working for the last 14 months to migrate the system
* Migration is 83% complete
* Sites on Cold Fusion have to be moved first
* SACS will look at the website for truth in advertising i.e. accurate date degree requirements/student learning outcomes, etc.
* SACS committee will send checklist to academic departments that must be in place prior to SACS review
* UNO website not currently responsive to mobile devices
  + Phase 1 was to migrate to Omni Update
  + Phase 2 will be to make the site mobile responsive
  + Mobile devices can currently use the site, it is just not optimized
  + Will analytics to prioritize i.e. admissions has most mobile traffic so first for Phase 2

1. Next Meeting – January 16, 2014

(There will be no Staff Council meeting in December)

1. Adjournment
2. Door Prizes – Shelita Gibbs and Nora Chapuis

Staff Council is dedicated to providing the best possible representation for the staff of the university. Our goal is to identify ways to support and enhance the lives of our valued

fellow staff. Staff Council welcomes input from the entire university community in

order to make the University of New Orleans the best place in the City of New Orleans

and the state of Louisiana to work and prosper.