

**In Attendance:** Sarah Rutledge, Joanna Burnell, Tammy Satterly, Laquanda Miller, Kathy Shoemaker, Carol Elrod, Arlene Ross, Bruce McDonald, Tracy Dennis.

Connie Rine was present as a guest.

**Opening Comments:** Joanna started the meeting by sending around a list of items for discussion – stating that she wanted to stick to the list in an effort to keep the discussion orderly as much as possible. She also passed out a few copies of the unofficial notes from the previous meeting for reference purposes - although Tammy Satterly is still to review those and organize them appropriately to present them for approval to make them official.

Connie Rine was welcomed to the meeting.

Joanna went on to state that working on Spring Break has proven to be a learning experience, commenting that the details involved are in fact overwhelming. She went on to express that since we did not have a meeting in December, and in January our regular meeting was postponed, causing several members to miss, we are now at a critical point in planning. She stated that at this point she is open to advice from council. She further went on to request and encourage participation from council members.

**Discussion:** Bruce McDonald began discussion from the council, recommending that we avoid scheduling classes at the same time as the movies, so that they won't be poorly attended as a result. This was something that Connie had mentioned to him in a previous discussion. Joanna said that nothing at this point has been scheduled at the same time as the movies. She further stated that movie times have been scheduled for Tuesday and Thursday at 2 o'clock. Connie expressed concerns that staff is not aware of what the movie times are – and that a calendar of scheduled events needs to be published. Kathy Shoemaker also suggested that the movies also be scheduled in the morning at 10 on both of those days, offering both movies on both days, with the times on those days switched, to give staff an ample opportunity to see the movie they want based on their availability. Bruce mentioned that Barb Hoskins has published a list of classes on ITES, and suggested that we incorporate that link on the page that we send out that is asking for people to teach classes.

Connie noted that that we need to know what people want.... Asserting that perhaps ITES could be used as a discussion board for staff members to express their ideas related to what they would like to see for Spring Break – for instance, Naomi Whitt did a class on “Outdoor Entertainment”, and it was a wonderful time. Kathy Shoemaker went on to say that Marlene Campbell's knitting class was very popular, and she commented that someone on council needs to contact these people.

Joanna stated that all of these are great ideas..... and she noted that we talk about ideas a lot on our council, and that there needs to be a more systematic way in which assignments are dealt out to people..... part of the problem again, may be that we haven't had meetings to be able to assign tasks for people to actually do.

Tammy Satterly asked what kind of response we have been getting on our call to teach classes, and Joanna said that she is going back and forth with several people through e-mail, but that she still needs to get into contact with specific people that taught successful classes last year.

Kathy mentioned Scott's class - the self defense class went well last year, and Sarah stated that she has the list with her that includes the classes that made last year.

Sarah went on to mention that among those classes that did well last year were Lafaun's gift basket making class, Scrapbooking, PPE by Deb Cox and Jane Goatly, Connie Rine's Blackboard class, Lucinda – "Dealing with Difficult People" and "Stress Relief", Card making with Veronica Miller, Personality Types by Sarah's mother, and Self Defense with Scott – That is all that we had other than the paid classes, which Kathy Shoemaker said we should be very careful with, because some of those instructors did not show, and after everyone had paid and the money they had to be refunded..... Joanna asked how she would suggest preventing something like that, and Kathy responded by saying that they were apologetic, and wanted to schedule a different time, but they were told that we didn't want them back.....

Bruce suggested that since he goes out to all areas as part of his daily activities, he can solicit for classes easily..... so Joanna suggested that he could be on a team with her in getting the classes scheduled, in the same way that Carol and Arlene are working together somewhat on getting donations although that had not been officially a team, but they had started working together in a sense during the previous meeting. Joanna went on to state that this is what she would like to see during this meeting is the formation of teams..... such as a "donation team" a "classes team", etc.

Kathy Shoemaker suggested that if we are planning to do a breakfast on Cooper and Leestown, it is important that we remember Winchester and Regency Campuses..... Someone should be assigned to each of those campuses. Joanna said that we decided not to do breakfast officially this year, and that Kim York had suggested during the last meeting that she could take donuts to Winchester – but Kathy said that she lives in Winchester so that won't be a problem.

Sarah mentioned that the reason why we didn't have breakfast last year at Cooper and Leestown was because so many people were unhappy with it since it was donated food,.....However, when she was speaking with Tammy, it looks like based on the lunch

quotes, it may be possible to provide fresh breakfast, but if that is the case, every campus needs to be provided with the exact same thing including not only Winchester and Regency, but also Danville and Lawrenceburg. Kathy said someone has always stepped up and said they would take food to those campuses – Erin Tipton is out in Danville, and she doesn't mind stopping. Kathy said she has always taken care of Winchester because it is right by her house. Kim usually helps with Leestown.

Bruce suggested getting together about 4 people in the van to drive around to those campuses.....and said he will ask some people to do that.

Kathy Shoemaker said that every class needs a sign in sheet that will to be turned in to Barbara Hoskins, and that Joanna will need to be available to make sure all of the classes have everything they need.

Connie Rine suggested contacting Charlie Jane Weber, who is over all of the employee discounts, such as renting cabins at the State Parks, getting a lodge for \$55 per night, etc. Tracy Dennis said that she would contact her.

Kathy Shoemaker said she knows someone who might do a Yoga class for free.

Kathy also said there were some ladies who came in and talked about the retirement plans and that type of thing – they gave little gifts. Their classes went over very well.

There was some discussion about the terminology of “Staff Appreciation Week” vs. “Spring Break Activities Week”, and Kathy Shoemaker mentioned that we are staying away from the term “staff appreciation” because we do not wish to alienate faculty, as they also can participate in the events.

Tammy Satterly brought up the fact that we had “Rock Band” as an activity in the library in the past.... And more discussion ensued related to various activities like Wii Bowling Tournaments and such instead of only offering classes. Somebody from the Library brought the Wii in. Connie Rine said that her son has one, and she could ask him if he would loan it to us.

Sarah mentioned there is still a lot of value however, to the actual classes, because sometimes people can get learning development credit for them, and that is the reason for the sign in sheets.

Tammy Satterly commented that we all know someone, we should simply start asking them..... Joanna agreed saying that it would be beneficial if we just start doing it, rather than waiting until a meeting and discussing it. She further went on to recommend to the council that if any members know of someone, to simply ask them or have them e-mail Bruce or her so that we can schedule those classes.

Tammy said she has guitar hero at home, and she could bring that in that week.

Kathy Shoemaker stated that the Friday drawing at lunch is the biggest thing that the staff expects to see happen. They expect to have a raffle and they really enjoy it.

Tracy Dennis said that she sent a text Charlie Jane Weber while in this meeting and Charlie Jane said she just needs a time.....

Joanna moved the discussion from classes on to donations.

Kathy said that Nichole McGrew always gives us a lot of ECU stuff. Tammy Satterly mentioned the bookstore. It was mentioned that Sue Mattox planned to contact the bookstore at Leestown.

Kathy said that Dr. Julian took 6 staff members to lunch last year, and we just need to speak to Lafaun about that.... She does limit it to an hour, however, and they give certificates for that.

Tracy Dennis said that she could talk to her husband who works at Galls about getting safety items such as flashlights, etc., and we could fill little bags with safety items.....

Joanna asked Tracy if she would like to be on the donation team along with Carol and Arlene, and she agreed to that.

Arlene commented that she had made several phone calls to several places for donations but had not been receiving calls back, so she feels that she will have to physically go out and speak with people personally.

Kathy said that Wal-Mart in Winchester will give a \$25 gift card if we go in person and speak with Gary.

Kathy told Arlene we could call Angie and David Sidwell, from Sid's Place and see if they will donate dinner for two.

Tammy commented that last year nearly everyone at the lunch got something, and she also noted that she and Patricia had to be very persistent.

Tracy Dennis said that Lou Ann Sunley's husband did Johnny Carinos for the Leadership Academy, and she will see if they can get a gift card from them.

Tammy Satterly stated that we got gift cards from Applebees.

Comments were made overall that if anyone knows anyone who will give something, go ahead and give them a call.

Mancinos, Kroger, Jin Jin, were all other ideas for places to approach for donations.

Kathy Shoemaker stated that the potluck last year at Leestown had a huge turnout, and they showed their movie during that time, and we just have to schedule it. It was done on a Wednesday last week. Patricia was the contact there. The admission fee was to bring a dish for 8-10 people. We also need to ask Ed Taylor to do the grilling – he did it last year for free, and various departments brought meat.... For instance the admissions office brought over 20 hotdogs, and then another department brought hamburger, etc.. We sent drinks over there but they seemed to have plenty to drink, as some people brought their own. It was all very successful, and they have done it for years.

The council then turned their attention to the Friday Lunch, and Tammy reported on her estimates that she had obtained for pizza. We estimated that there were roughly 125 people present last year, and that is what the estimates were based on. 32 pizzas from Little Caesars would provide 2 pieces per person, \$180.00. Papa John's - \$256.00, Fazolis with meat sauce or marinara - \$375, and that includes breadsticks, plates, napkins, and forks. Kathy said that last year people tended to prefer the sauce with no meat in it. Dominos is \$216.00 – Subway \$500.00. Joanna asked if all of these prices are comparable in that they all include one topping? So then we could get different items on each pizza. The council agreed that we will have to serve so that individuals don't load up their plates with half a pizza. Tammy is going to check to see if we can get free delivery since we will be spending a larger amount of money, and the council also noted that we should make Little Caesars aware that we are tax exempt.

Kathy Shoemaker stated that if we can get that price, and then if Patricia can get the person she knows at Lees to make chicken, then that would be a huge lunch.

Tracy Dennis had to leave the meeting, but told Joanna that if anything is needed, just delegate to her, and she will do help. She simply needs to be told what needs to be done. Just call or e-mail.

Virginia Fairchild is willing to offer her Jewelry class again. "How to look 10 lbs thinner with your jewelry.

Kathy has a work study who could do an exercise class.

Bruce McDonald will check to see if Steven Harris will perform. He does some forms of dance.

Council resumed discussion with Tammy about the pizza, and they decided to go with Little Caesars. Tammy will call them back and see how much we can get for \$300.00, and check also how much breadsticks would be, and she will also ask about plates and napkins. Joanna said we need to get it done next week so that she can get the BA50 done for it. Kathy said we could possibly use Wendy's procard, and whoever's card we

use will need to be given the BA50, which will need to be signed by Dr. Julian, and receipt will need to be eventually attached for their records. Procards that could be used include Lisa Bell's, or Regina's. We usually talk to Linda Faul for the chart string, and she directs us as to which card we should use, but it has to be a level 3 card. The sign in sheet of everyone who ate will need to be attached to the BA 50 as well.

Connie Rine suggested that we assign someone to take digital pictures of all of the activities, because it would be a lot of fun to review on a digital slide show.

Carol Elrod suggested the idea that Dr. Julian could do a photography class. It would be a morale booster.

Connie said Room 109 in Maloney building has the big televisions – and we could make Wii available all day. Perhaps council members could rotate their presence.

Connie also suggested some type of activity that would benefit the community such as quilting that we could donate to the VA hospital. This would get our names out into the community and people could enjoy each others' company while working on a project of that type. Kathy mentioned the Ronald McDonald house due to its proximity to the Cooper Campus, and Connie agreed, saying that the VA hospital is near to Leestown. Carol suggested having people bring in canned goods, and then Sarah said maybe we could start with that this year at Friday's lunch, and then work next year to do something that is more involved. More discussion led to the idea that we could simply hold the food drive all week.....Kathy will ask Marilyn about the Food Drive.

Kathy recommended that we give back to those organizations that help our students with food, mentioning that we sometimes refer our students to one of the food banks (not sure which one at this moment), and it would be nice if we could give back to them.

Tammy suggested a blood drive. Paul Blankenship organizes those. We could give a donation to the office that gave the most blood.

Sarah will commit to going to extended campuses, with breakfast foods or snack foods, and she would like to take someone with her if possible on Monday, Wednesday and Friday. Danville and Lawrenceburg can be done the same morning, and Winchester and Regency can be done on another morning. If we have the money available, Sarah is willing to do this. She will send an e-mail and hope to get a response from those campuses for a head count.

Sarah stated that the Potluck was scheduled last year at 11:30 and it ran for two hours. Kathy said that Sue Mattox, Kim York, and Sue's husband (helps Ed) are likely to all be able to help with the potluck. Sarah said that all they did last year is told people when and where it was, and told them they would need to bring a dish that will feed 8-10

people in order to be admitted, and it all came together that way. Tammy said that Leestown staff members enjoy cooking and it seems to naturally fall into place for them. Patricia McKinney helped a great deal with it, she was out and about a lot. Kim and Sue can perhaps be the "Potluck Team", and perhaps Patricia can share information with them. They showed a movie of their choice there. We should certainly offer a movie. We should send an e-mail to all faculty and staff to invite them to the potluck. Kathy will call Brittany and schedule the student center for that time – Sarah said she wanted to schedule it from 12 – 2. The potluck team will choose the movie that they feel is appropriate for the Leestown staff best interest..... Sarah did ask Joanna to talk to Kim about whether she thinks the movie idea will go over well there before we schedule it, and if we do it, we could consider doing Batman on Monday, and Secret Life of Bees on Wednesday during the potluck due to the length of movies.

Tammy will work with Connie to get Maloney building set up for Rock Band and Wii, and get times set up. Sarah suggested one day but not all week, expressing concerns that staff council members will probably not be able to be there throughout the entire time, and that we should leave it as open because it is not practical for council members to stay there for an hour each. Half day for Wii Wednesday 9-1 would be good. Rock Band Monday 12 – 4..... something of that nature.... Inviting staff to just come by and play in a casual type of way.

Sarah reminded Joanna to send the donation sheet to Tracy Dennis.

Arlene mentioned she would contact Ale-8 in Winchester for donations. Carol will contact UK Vending. Sarah said the more drinks we can get, the better because of so much activity going on.

Carol will ask Regina if we can use her popcorn machine. Sarah said that's what we used the \$25 gift cards from Wal-Mart for last year.

Sarah said we usually do the lunch at noon. Kathy will reserve the student center for the potluck. We just need to do the lunch here at the back patio and downstairs area here at Cooper, and we need to make sure that area is available.

Sarah said to suggest to instructors the possibility of offering their classes at Regency as well. Danville, Lawrenceburg, and Winchester have so few staff members, it was decided that it wouldn't be worthwhile to attempt to schedule classes there, but we will make the effort to take breakfast to each one of those campuses. Another BA50 will need to be done for those breakfasts.

Sarah will schedule the 10am movies for the auditorium.

Joanna will begin advertising this week – Kathy is good at creating the calendars according to Sarah. That is what we did last year. She sent it out every Monday.

ASL was a big class. It was a beginner's class – we might want to check to see if April Jeffries is interested in that. Sarah will contact her. There were 15 people who signed up last year – and it was offered at Leestown as well as at Cooper. Both did well – we don't seem to have the name of the person who did it last year, But Sarah will contact April and see if she is willing to do it, or if she knows someone who will.

Sarah mentioned that the week of Spring Break, we must have full participation of Council members. We need representation at the Potluck, and at the Friday Lunch when we do the donations. We all need to be available for questions.

Carol put out the idea of suggestion boxes. Joanna mentioned it seems we can offer that all the time, and not just at Spring Break.

Joanna asked Sarah how far along in our progress of planning we are this year in comparison to last year, and Sarah said that she doesn't feel that we are actually behind at this point, and that she thinks we will be fine. The biggest thing is the classes, movies, potluck and lunch.

Sarah will talk to Dr. Julian about the lunch meetings with staff. She felt this would be best because she is already overdue for a meeting with her.

Our next meeting will be February the 20<sup>th</sup> at Leestown. Sarah mentioned our calendar is posted on the website.