Administrative Faculty Council Meeting

Minutes

July 23, 2012; 1:00-2:00 p.m., F&A Conference Room

Present: Travis Smith, Vicki Nichol, Jen Haight, Anna Welscott, Ginny Lee

I. Welcome
II. Reports
Chair
Travis met with ACE for the joint social. Bring your own chair, bingo, etc. Would like to incorporate check-in tables. Pledged $100 from AFC, based on approval from the Council via email discussions. The AFC/ACE Joint Social will be held July 31st, see details below.

Treasurer
Vicki has requested a $5000 budget for FY 13. It is an increase from last year due to increased membership.

Secretary
Nothing new to report.

Social Chair
Last year’s fall social was September 23rd (35 in attendance) - Discussion to follow in regular business meeting.

Scholarship Chair
Needs the scholarship form and advertising for online posting of the AFC scholarship for “Students of Mines and Foundation Employees”

III. Old Business
a. Setting Event Dates for Fall Semester (see attached event calendar)
   i. Discussed budgeting options and AFC will adopt the stance of not purchasing alcohol at events.
   ii. July 31st - Ice Cream Social - 11:30 AM – 1:00 PM – Stratton Commons
   iv. Business Luncheon – Date TBD
      1. Years of Service Recognition
      2. Speaker: The committee would like to ask Dan Fox to present on the Residential Campus Community (RCC) and cover topics such as: bonding, facilities, CASA, Wellness Center, Student Center, Progress on initiatives, Learning Communities, Programming (WAM, AOD, etc.), as well as about incoming students.
   v. Bake Sale – November 20th
1. Ginny – will be bringing award-winning concoctions again. It was suggested that she bring the breadsticks and cherry tarts.
2. Jen will head the Apron decorating contest
3. The committee would like to ask Jean or Jennie to chair the committee

vi. End of year Social – December 7th

b. Committees (External)
   i. Budget (David Lee - 3 year term through May 2013)
   ii. Faculty Handbook (Kay Godel-Gengenbach – renewed)
   iii. Board of Student Publications (Abby Hickman – new appointee)
   iv. Sustainability (Tim Sweitzer – 3 year term through May 2013)
   v. Parking Advisory Council (Lisa Goberis - renewed)
   vi. Conflict of Interest (Dixie Cirillo – 2 year term renewed)

IV. New Business
   a. AFC/ACE Joint Social – July 31st 11:30 AM – 1:00 PM
      i. Committed up to $100 in co-sponsorship
      ii. Bingo, prizes, ice cream
      iii. Will need assistance with Registration, Bingo and Ice Cream Service
         1. Ginny- Ice cream server
         2. Travis – Registration
         3. Jen- Bingo Calling (1/2 time)
         4. Anna and Vicki – Floaters (1/2 time)

V. Adjournment

Next meeting:
Firm up event calendar
Event Committees
Articles of Organization/Bylaw Revisions
Create terms for chairs of sub-committees
Develop Technology and Communications position?
Website, emails, and manage the list-serve
Mentor Program (if continuing, we have new hires that will require mentors)
## AFC Event Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Fall Social</td>
<td>Aug/Sept</td>
<td>• Welcome Back</td>
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<tr>
<td>Fall Luncheon</td>
<td>End of October</td>
<td>• Years of Service Event</td>
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<td></td>
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<td>• Speaker</td>
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<td>Tailgating event</td>
<td>Homecoming</td>
<td>• Football Game</td>
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<tr>
<td>Bake Sale</td>
<td>Tuesday before Thanksgiving</td>
<td>• Fundraiser for scholarship</td>
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<td>Candlelight Walk</td>
<td>December</td>
<td>• Community Support</td>
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<tr>
<td>End of Semester Social</td>
<td>December 7, 2012</td>
<td>• Donations for scholarship</td>
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<td>Sporting Event</td>
<td>Spring</td>
<td>• Basketball Game</td>
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<tr>
<td>Spring Luncheon</td>
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<td>• Committee Updates</td>
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<td>• Connected Learning</td>
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<td>• Book Award</td>
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<td>• Guest Speaker</td>
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<td>End of school Social</td>
<td>May 10, 2013</td>
<td>• Announce Elected Officers – at large</td>
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