

## *Staff Advisory Council Meeting Minutes*

February 19, 2003

Present:

Helga Beke  
Carol Bunn  
Laurie Ann Callan  
Marjorie Dellinger  
Anita Donaldson  
Deb Gallagher

Jim Karcher  
Michael Kirkpatrick  
Bill Koshar  
Barb LaMoreaux  
Christine Nielsen  
Dana Oleskiewicz

Pat Patterson  
Gabriella Pearse-Danker  
Carol Poe  
Dave Scardena  
Regina Vann  
Mary Jo Williams

Absent:

Rita Bowers  
Katie Duffy

Peggy Lambert  
Susan Miller

Jamie Nightingale  
Julie Townsend

Chair, Pat Patterson, called the meeting to order.

Deb Gallagher moved to approve the minutes of the November 20 Council meeting.

Regina Vann offered to host the March 2003 Council meeting. Regina will reserve 139 Howlett Hall; the date will be the same. Pat Patterson reported that the March Council meeting will be about Task Forces (reports, updates, future directions, etc.).

Pat Patterson mentioned that our web site would soon be updated.

Gabriella Pearse-Danker asked to meet with her Task Force at the end of today's meeting.

Pat Patterson introduced Garry E. Gibbons, Leader – Strategic Program Marketing - Communications and Technology. Garry was the featured speaker/presenter for tools to use when working on Task Forces, Committees, etc. Pat gave a brief background regarding Garry.

Garry gave presentations on the following areas of his theme; "Planning is Important":

- Name Tent/Badge exercise
- What is a Team?
- Lincoln photo exercise
- Thinking Styles exercise
- Leadership: Defining the letters in the word
- Age/Chocolate exercise
- Behaviors in the team (help/hinder)
- Team Project Process
- Interrelationship Diagram
- Prioritizing Grid
- Developing Specific Objectives
- Implementation Action Graph

Garry's presentation also involved the use of role playing, volunteers, and group participation.

Dave Scardena provided lunch for the group.

Deb Gallagher moved to adjourn the meeting.

Respectfully submitted,  
Bill Koshar, Secretary/Treasurer