Faculty Assembly Meeting  
MINUTES  
December 7, 2017  
Godbey 145 (Art Room)  

1. Call to Order – Amber Clark  
   Amber welcomed all faculty to the meeting and thanked everyone for providing lunch.  

2. Review and approval of minutes from last meeting  
   The minutes from the November meeting were reviewed and approved as submitted.  

3. Treasurer’s Report – Ellen Oliver  
   The balance in the treasury is $1112.23 as of November 30, 2017. Ellen is taking dues payments ($10/member for full time, $5/member for part-time) and Support Staff Luncheon donations ($20/member suggested). Feel free to leave your payments in her mailbox and she will get you a receipt.  

4. Family Fun Festival – Amber Clark  
   We went through the list of duties to make sure everything is on track since our next meeting will be just before the Family Fun Festival so we need to make sure we’re ready before that. Tasks that still need to be done have been assigned, and we appear to be on track. If anyone knows how to make balloon art, or is willing to learn, please let Pablo know – more people in this station would be ideal.  

5. QEP Survey Reminder – Amber Clark  
   Amber reminded us to make sure we are facilitating this in our classes. They have gotten lots of responses so far, which is good, but more are still needed.  

6. Other Items  
   Amber reported that enough money was raised for the office door plaque honoring Nancy Evans, and it has been completed and delivered. Amber and Jutta took it to Nancy a few days ago to show her, and she was very appreciative of the honor. Thanks to all who supported this effort. It definitely means a lot to Nancy.  
   
   Amber solicited input on the date for the Staff Appreciation Luncheon in the Spring. The Thursday of Exam Week is May 10 in 2018, and all who were present agreed to do it that date again. Amber will reserve the student lounge for that date.  

Respectfully submitted by Ellen Oliver, Secretary