Support Staff Committee Meeting Minutes

2019 ASLCS Professional Development Seminar
Seattle, Wash.
Thursday, Sept. 26, 2019

Call to Order
The meeting of the Support Staff Committee was called to order by Neva Parker (Calif.), chair.

Attendance
The following members of the committee were present: Neva Parker (CA), chair; Martha Jarrow (Ark.), vice chair; Sarah Armistead (Va.), Josh Babel (Ariz.), Scott Caffey (Texas), Lisa Davis (Miss.), Jacquelyn Delight (Calif.), Greg Glass (Tenn.), Andrew Heist (Alaska), Krisztina Bury (Alaska), Cathy Hooe (Va.), Tara Jenkins (Tenn.), Mary Ann Krol (Ky.), Jeannine Layell (Va.), Sabrina NeKay Lewellen (Ark.), Jenny Manning (Ark.), Erica Manson (Va.), Callie Nobles (Tenn.), Jake Rose (Tenn.), Nate Sanko (Pa.), Jackie Scott (Va.), Ron Smith (La.), Malisha Straw (Ark.), Alyce Horton (Miss.), Zach Twilla (Calif.), Anabel Urbina (Calif.), Jennifer Welch (Va.), Jeanine Wittenberg (Nev.), Patience Worrel (Texas), Francisca Zabala (Calif.), Mary Andrus (Utah), Phalin Flowers (Utah), Jennifer Christopherson (Utah), Amanda Bookout (Texas), Phillip Cottingham (Texas), Zack Griffith (Ky.), Sue Morain (La.), Tara Perkinson (Va.), Kiffany Ward (Miss.), Elisa Wilson (Miss.), Tracy Ortiz (Texas) and Monica Partida (Texas).

Also present: President-Elect Paul Smith (N.H.)

Approval of Minutes
Upon a motion by Sarah Armistead (Va.), and seconded by Cathy Hooe (Va.), the minutes of the last meeting held August 5, 2019, at the ASLCS Summer Business Meeting in Nashville, Tennessee were approved.

Old Business
Chair Neva Parker discussed tentative timelines for Associate Exchange Program (AEP) applications to be submitted to the committee members to consider and the December deadline for committee members to make recommendations. The members all supported that getting the information all together helps the reviewing process and all wanted the process to remain the same. Chair Neva Parker shared with the committee members that Dr. Tammy Wehrle (Wis.), agreed to return next year as moderator of the Concurrent Session. Discussion was held on creating a subcommittee to work on topics for the session.

New Business
Chair Neva Parker discussed the role of the Support Staff Committee representing the associate members of the society and ensuring that meetings include programming interesting and helpful to their professional development. The duties for the year were discussed in the following order:

1. Making recommendations to the Executive Committee on AEP participants.
2. Developing 1-2 Concurrent Sessions at the Professional Development Seminar (PDS). Although Chair Neva Parker noted that next year the committee may not have to prepare for 2 because of the shortened length of the conference.

3. Organizing the Legislative Expo at the PDS.

4. Organizing the Breakout Sessions at the PDS.

President-Elect Paul Smith (N.H.), being present, discussed the mentoring program and its goals. He elaborated on the fact that ASLCS is about helping each other and this program should aid at reaching our goals. Holly South, NCSL Liaison to ASLCS, will be sending out an email concerning the mentoring program and members will have the opportunity to sign up to participate in the program. Discussion of a subcommittee happening for the purpose of getting the program together and goals reached were done as well.

Sabrina NeKay Lewellen (Ark.), asked about the time frame of getting the mentoring program off the ground. Chair Neva Parker advised Sabrina that no timeline has been determined at this point. Discussion continued with various members concerned with understanding the differences between the current mentorship program for new attendees and the new mentoring program being introduced. The discussion prompted Lisa Davis (Miss.), to ask if the member would have to actually attend the PDS to take part in the mentoring program. Chair Neva Parker stated that the creation of the program will permit those not able to be present at the PDS the chance to be involved. Discussion was concluded with the point made that a member’s experience and time of service on the job should definitely be an important factor that is considered when matching people together as a mentor.

Adjournment
There being no further business before the committee, upon a motion by Jackie Scott (Va.), and seconded by Anabel Urbina (Calif.), the meeting was adjourned.

Respectfully submitted,

Martha Jarrow (Ark.), vice chair