

Staff Council Meeting Minutes – September 19, 2013

1. **Call to Order:** Misty called the meeting to order at 2:03 p.m.

2. **Attendance:**

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	5	5
Brackett, Stephanie	2013	1	Y	5	3
Hobbs, Misty	2015	5	Y	5	4
Hunter, Larry	2014	6	N	5	0
Imke, Julie	2015	1	N	5	3
McDonald, Rana	2015	3	Y	5	5
McFadden, Michelle	2015	1	N	5	3
McNutt, Tracy	2014	4	N	5	4
Parker, Aaron	2015	7	Y	5	2
Rausch, Mary	2014	3	Y	5	4
Reed, Jamey	2014	7	Y	5	3
Roach, Trey	2014	3	Y	5	4
Stevenson, Lana	2014	1	Y	5	3
Thompson, Cynthia	2014	7	N	5	0
Tonne, Betsey	2015	4	N	5	3
Washington, Linda	2014	4	N	5	3
White, Andrew	2014	4	Y	5	2
Workman, Zack	2014	1	Y	5	5
*Wyckoff, Eppie	2014	3	Y	5	4
Zellers, Barb	2015	5	Y	5	5

*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from August 8, 2013 meeting:** Carla noted that in the Staff Tuition Assistance discussion on pages 2 and 3, SECC needed to be changed to SSC. All voted to approve the minutes as corrected.

4. **Treasurer's Report:** Zack reported on several items. Operating Fund: the annual allocation was deposited -- \$3,290. The blood drive is done and all participants have received \$5 on their Buff Gold Card. Reimbursements were received from VPSA, Student Medical Services, Student Government, and the Buff Gold Card office for a total of \$104. There was one expenditure of \$41.66 for the August Employee of the Month reception. Outstanding items are 12 UPD Parking Permits for the 12 Employee of the Month winners for a total of \$480 outstanding. Operating Fund ending balance as of September 18 was \$7,097.20. The Tuition Assistance annual allocation was deposited – \$100,300. Deanna Moore also made a contributed. There were 15 Tuition Assistance allocations distributed of either \$250 or \$500 for a total of \$6,750 distributed. Ending balance of the Tuition Assistance account was 167,112.40. Four Dependent scholarships were allocated for a total of \$2,000 distributed. The Dependent Scholarship fund had a closing balance of \$8,043.53.

Aaron moved to accept the Treasurer's report as presented and Andrew seconded. All voted to approve the Treasurer's report as presented.

5. Old Business:

- a. **Photos:** Misty reminded everyone who hasn't submitted a photograph for the Staff Council homepage to make an appointment with Rik Andersen. Rik may be reached at 2127 or randersen@wtamu.edu.
- b. **Employee of the Month:** Lana is the Employee of the Month for September. Congrats to Lana! The reception will be on Friday, September 27 at 4 p.m. in the HR/Registrar's Commons area in Old Main. The committee is always taking nominations. Barb includes the relevant information on the EoM emails sent out to All.
- c. **Staff Tuition Assistance:** The committee needs to meet to come up with options for the transitioned SSC employees before the next Staff Council on October 10. The SSC contract will be finalized on October 1, 120 days after June 1. The Tuition Assistance awards are down from last year. This fall, 31 dependents and 39 staff members received Tuition Assistance for a total of \$32,750. What can we do to make it easier for people to apply? Get all the information on the various Staff Council scholarships/grants in one spot on the university website. Different scholarships have different requirements that aren't always easy to find. The Business Office is in the process of tracking down some of this information. On a completely different note, the recipients of the Staff Leadership scholarships have all sent thank-you letters to Staff Council.
- d. **Pop In and Take a Break:** This event was very well received. Thanks to Tracy, Julie, Lana, and everyone involved—great job! Misty received several positive emails about this event. The Staff Appreciation Committee is planning another event in November—candy bars.
- e. **Communicator:** Rana reported that the Communicator will be coming back in some form. Communication and Marketing Services decided to not ask Staff Council and Faculty Senate for funding.
- f. **Homecoming:** The Homecoming Committee will meet immediately after the Staff Council meeting. A traveling trophy was mentioned as an award for each of the categories: Large Door, Small Door, and Open Space (brand new category). The prize for finding the Golden Buffalo Chip has been a year's membership to the Activities Center. Misty will ask about a day off with pay, which had been the prize once upon a time. Pizza parties for the category winners—pizza is getting more and more expensive. Would Aramark donate at least part of the cost of the pizzas? ("Donated in part by Aramark.")
- g. **Other Old Business:** Trey has designed a generic birthday email for Staff Council to send out at the beginning of each month. There has been a lot of positive response to this. Lana asked when she needed to send each month's list. The end of the month works great so the email can go out early in the next month. A traveling Employee of the Month sign was discussed. How would this work? Zack reported that the ice cream payment from the Employee of the Year reception is still on hold. The amount is correct (\$525 from Operating Account). Steve Knadle is working on this to help us out. There was one recommendation to have the Employee of the Year announced at the All Staff Spring meeting. Food is already provided for that. Could the

voting be completed and tallied by then? (This meeting is usually held in the first or second week of May.)

6. New Business:

- a. **Freshmen Convocation:** Kyle Moore has asked Staff Council to partner with Faculty Senate to provide drinks for the reception with the author after Convocation. Aaron suggested \$325. Trey moved to accept that amount and Zack seconded. All voted to approve.

7. Other Business:

- a. **Library Databases:** Mary reminded everyone that all library online databases are available to anyone who comes in to the library. WT faculty, staff and students all have off-campus access to these databases. The library is currently reviewing book borrowing privileges for transitioned SSC employees.

- 8. Adjournment:** There being no other business, Aaron moved to adjourn and Lana seconded. The meeting was adjourned at 2:37 p.m.

The next Staff Council meeting is Thursday, **October 10 at 2 p.m.** in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary