

Staff Council Meeting Minutes – June 9, 2016

1. **Call to Order:** Betty called the meeting to order at 2:08 p.m.

2. **Attendance:**

2016-2017 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2016	Meetings Attended Since June 2016
Adams, Amie	2018	SSC	Y	1	1
Allen, Thomas	2018	SSC	Y	1	1
Antunez, Gilbert	2017	EEO 3	N	1	0
Bowen, Bill	2018	EEO 1	Y	1	1
Edwards, Josh	2017	EEO 5	N	1	0
Fox, Karen	2018	EEO 4	N	1	0
Garcia, Frankie	2018	EEO 6/7	N	1	0
Haasl, Lora	2018	EEO 3	N	1	0
Hampton, Jarvis	2017	EEO 1	Y	1	1
Hampton, Nancy	2018	EEO 1	Y	1	1
Kopke, Kim	2018	EEO 4	Y	1	1
McIlroy, Sherri	2017	EEO 4	Y	1	1
Nixon, Jana	2018	EEO 3	Y	1	1
Rausch, Mary	2017	EEO 3	Y	1	1
Reid, Leo	2018	EEO 3	N	1	0
Rosales, Gaby	2017	SSC	Y	1	1
Sanders, Nikky	2018	SSC	Y	1	1
Scantling, Mickie	2017	EEO 5	Y	1	1
Sparks, J. Rich	2017	EEO 1	N	1	0
Stocker, Betty	N/A	Ex Officio	Y	1	1
Sweetgall, Linda	2017	EEO 4	Y	1	1
Vinyard, Michelle	2018	EEO 3	Y	1	1
Vizzini, Beth	2017	EEO 5	Y	1	1
Whitten, Megan	2018	EEO 4	N	1	0
Williams, Melissa	2017	EEO 3	N	1	0
Womble, Lynsee	2017	EEO 3	Y	1	1

3. **Review of Minutes from May 12 meeting:** Beth moved to approve the minutes as emailed and Nancy seconded. All voted to approve the minutes as emailed.

4. **Treasurer’s Report:** No report, since we currently don’t have a treasurer. Misty H has the folder. Zack Workman, a former Staff Council treasurer, will help whomever is elected to this position.

5. **Committees:** Sign up for a committee if you haven’t already done so.

a. **Employee of the Month Committee:** The email for June EoM voting has gone out to Staff Council. We don’t know who the June Employee of the Month is yet. Could send a calendar invite to Staff Council members to get receptions on our electronic calendars.

i. **Employee of the Year Reception:** Monday, July 25 from 3-5 p.m. in Legacy Hall. Last year, Staff Council members brought the cookies—either homemade or “ones like Mom used to buy.” There were plenty for everyone. This saves a lot of money for Staff Council—we did buy the drinks from Aramark. Should we have a bake-off this year? Judged by the Employee of the Month winners? Will there be prizes? Have Staff Council members and nominators of Employee of the Month submit entries? This is voluntary. (Dr. Hallmark will be able to attend the reception after 3:30.)

ii. **Texans Caring for Texans:** The Employee of the Year is WT’s representative at this event. It will be on Tuesday, August 16 in the Grand Lobby of the Sybil B. Harrington Fine Arts Complex.

b. **Scholarship and Tuition Assistance Committee:** no report.

c. **Staff Appreciation Committee:** no report.

- d. **Staff Development Committee:** Beth reported there is very little in the Staff Development Committee binder--the original one was lost. Is there a calendar of everything Staff Council does? That would help in planning for activities and events.
 - i. This is what we do.
 - ii. When we do it.
 - iii. How we do it.
6. **Old Business:**
- a. **Lean Six Sigma and Self Defense Classes by Tammy Stamps:** Career Services is sponsoring hands-on workshop to “Learn and apply the 5 S’s” on Wednesday, June 15 from 9-11 a.m.
 - b. **Coasters:** Gilbert is working on a flyer. An email will be sent out soon.
7. **New Business:**
- a. **Amendment to the Staff Council By-laws:** There is a concern that SSC will eventually not have transitioned employees. The proposed amendment would allow for Aramark employees to serve on Staff Council. Aramark does want to be part of Staff Council.
 - i. Are there Texas A&M University System or Board of Regents policies or bylaws that would prevent this?
 - ii. Staff Council falls under the purview of the Vice President for Business and Finance. Are there any policies that we are unaware of? Sherri will check with Randy Rikel (VP for Business and Finance).
 - b. **Flex Hours:** Flex schedules are allowed, with supervisor approval. They are not mandatory. History—For several years, there were mandatory summer hours—9-hour workdays Monday through Thursday (7:30 a.m.-5:30 p.m.) and 4 hours on Friday (7:30-11:30 a.m.). The university was closed on Friday afternoons during the summer.
 - c. **Thank You for Dr. O’Brien from Staff Council:** Discussion of possible gifts—coasters, or maybe a Starbucks gift card. The consensus was a customized set of coasters with Dr. O’Brien’s years of service. His last day is Thursday, June 30.
 - d. **Email Accounts for All Employees:** All university employees are eligible for access to a university email account, even if they don’t have a computer. Smart phones or tablets can be set up for a university email account. The person’s supervisor must give permission, and fill out a form available on WTAccess.
8. **Other Business:**
- a. **Election of 2016/2017 Officers:** The only restriction for officers is that the Staff Council President must have served on Staff Council for at least one year at some point.
 - i. **Secretary:** Election tabled until next month. Mary volunteered to continue to update the staff Council website.
 - ii. **Treasurer:** Jarvis volunteered to serve as Treasurer. Mary moved to cease nominations, and Mickie seconded. Jarvis moved to be elected by acclamation and Nancy seconded. All voted to elect Jarvis as Treasurer by acclamation.
 - iii. **Vice President:** Gilbert is willing to continue to serve as Vice President. Beth nominated Gilbert as Vice President, and Mickie seconded. Kim moved that nominations cease, and Sherri seconded. Beth moved to elect Gilbert as Vice President and Mickey seconded. All voted to elect Gilbert as Vice President by acclamation.
 - iv. **President:** Gilbert nominated (by proxy) Gaby, Mickie, Lynsee, Sherri, Mary, Linda, and Beth to serve as President. Lynsee accepted the nomination. Mickie moved to cease nominations, and Linda seconded. Sherri moved to elect Lynsee as President by acclamation, and Beth seconded. All voted to elect Lynsee as President by acclamation.
 - b. **Sponsors for Staff Council blood drives during the summer:** This has been \$1 for each donor (faculty, staff, SSC), to be put on their Buff Gold card. Check with departments to see if they’re willing to do this.
9. **Adjournment:** Linda moved to adjourn the meeting, and Mickie seconded. Betty adjourned the meeting at 2:57 p.m.

Next Staff Council meeting is Thursday, **July 14**, in the Buff Branding Room (Rm. 12) of the JBK.
Respectfully submitted by, Mary Rausch, Secretary