Staff Council  
Sam Houston State University  
Meeting Minutes July 9, 2014

I. Call to order
Kristy Vienne called meeting to order for July 9, 2014 meeting of Staff Council.

II. Roll Call
Theresa Garvin presented a sign-in sheet for current members - total members present - 19 voting and 1 non-voting. Quorum not met for voting. Also a sign-in sheet was presented for 14 new members that will be official beginning August 2014 – total new-members present 12

III. Approval of minutes from last meeting
Theresa Garvin submitted the minutes from the June 2014. Chris Arcos motioned to accept minutes as read. Wally Barnes 2nd the motion.

IV. Treasurers Report
Candy Prater submitted balances as follows:
Operating Budget = $1,368.22
Friends of Staff Council = $2,367.22
Professional Development Conference Operating Budget = $29.39

V. Chairs Report
Kristy explained that our budget and funds are from The President’s Office and that we try to use all funds given by end of each Fiscal Year. Items that have been approved by the Executive Committee to spend on remaining funds are two table skirts with the Staff Council logo. Other items are Spotlight on Staff gifts and awards to give speakers that present during the Professional Development Conference in March. Additionally, she announced that we are helping to promote the “Run at Work Day” in September which Staff Council participated and worked two years ago. Amanda Duval asked about the t-shirts that were given out two years ago and Kristy explained they came from the sponsor. Also pedometers were given out and this will be considered again if enough are available.

Kristy welcomed all the new members in attendance and each introduced themselves. Current members also introduced themselves. Kristy then explained that officers will be elected at the 1st meeting of 2014-2015 which is in August. A slate of officers, who have volunteered, will be presented on that slate. We will also take nominations from the floor. Persons on the slate at this time are: Secretary – Theresa Garvin, Treasurer – Candy Prater and Chair-Elect – Chris Arcos. Kristy asked if anyone was interested to also be considered to submit before the next meeting in August.

Each current officer explained their position and what duties were included.

VI. New business – Committee Reports

   a) CAMPUS ISSUES: Doug Odom was not in attendance. Kristy explained what this committee duties included. She stated that Doug was working on ADA routes and handicapped access which we hope to have posted on campus maps. Also, they are looking in to signs that indicate dead end streets. Another issue this committee handles is to review the Staff Council By-laws every even numbered year for update and changes.
b) NEWS & NETWORKING: Lucrecia Chandler was not in attendance and Kristy described duties for this committee.

c) NOMINATIONS & ELECTIONS: Chelsea Smith explained this committee and that the main duties and start-up are in the Spring.

d) SPECIAL EVENTS: Melissa Asbury spoke about her committee and the different events Staff Council sponsors each year.

e) SPOTLIGHT ON STAFF: Jaice Wetuski described what her committee handles and how much fun it is to present gifts to that person.

f) STAFF DEVELOPMENT: Kristy spoke about the responsibilities for this committee. She also asked that if any department on campus would like to host or present a class or session that this would be welcomed.

g) PROFESSIONAL DEVELOPMENT CONFERENCE: Next year’s date is March 10, 2015. Jesse Bernal will be the chair for the SDC and he explained what it takes to plan, organize and develop many months before this conference.

Kristy announced that a spreadsheet for committee choices is available, for all members of 2014-2015, is on the Staff Council T: Drive. New members will have access soon. She asked that everyone submit their preferences by July 23rd. Committees will meet at the end of each general meeting.

VIII. UPCOMING EVENTS/ANNOUNCEMENTS

Run @ Work date is September 19, 2014.

Kristy asked that anyone interested in being on the Executive Board or as a Committee Chair, to please email her.

Kristy and Jesse passed out certificates to outgoing members. Also, Jesse presented a gift to Kristy for her hard work as SC Chair for 2013-2014

Next meeting will be August 13, 2014 – LSC #304. Theresa will send out calendar invites that will include minutes and agenda.

IX. ADJOURNMENT

Meeting was adjourned.

Minutes submitted by: Theresa Garvin