

Staff Council Meeting
Sam Houston State University
Minutes April 13, 2016

I. Call to order

Chris Arcos called meeting to order.

II. Roll – Call and Minutes

Chris Arcos submitted minutes from February 2016. No changes were requested and a motion to approve the minutes was made by Mateo Zuniga and Jesse Bernal seconded the motion.

Kari Zella circulated the sign-in sheet for all present members to acknowledge attendance.

III. Treasurers Report

Rhonda Reddoch submitted balances as follows:

E-Board: \$725.00

Friends of Staff Council: \$1,910.47

Professional Development: \$2,492.50

Staff Development: \$375.00

Spotlight on Staff: \$34.54

Special Events: \$1,032.79

IV. Old Business

PDC updates:

- Extremely successful event again this year with 270 attendees (Last year's total attendance was 240)
- All participant credit was given through Talent Management the day of the conference.
- Have received 128 survey responses. If you attended the PDC and have not yet completed the survey, please do so.
- Speaker surveys have been returned to each presenter.
- Lessons learned will be assembled by the PDC committee and shared with all of Staff Council.
- Thank you to everyone that helped with this year's conference.

V. New Business

Open Position Announcement: Mateo Zuniga, our current Chair Elect, will leave SHSU at the end April. This now leaves the Chair Elect position to be filled. Chris Arcos addressed the bi-laws state anyone seeking nomination for this position must be at the beginning of his/her two-year Staff Council term.

- Chris explained the Chair Elect position would ultimately result in the individual serving as Chair of Staff Council and then assuming the position of Past Chair. Chris read the duties of the Chair and Chair Elect positions which can be found on the Staff Council webpage under the Executive Board tab (<http://www.shsu.edu/dept/staff-council/executiveboard.html>).
- The floor was open for nominations and will be accepted prior to the May meeting.
- We would like the fill this position as soon as possible.
- There has been a request to have a secret ballot at the voting so any nominations would need to be received prior to the May meeting so ballots may be prepared prior to the meeting.

Staff Council Thoughts from closing PDC Session (Staff Council Update): During the closing PDC session a few items were suggested. Chris shared these suggestions:

- All staff members do not know who their Staff Council Representatives are currently.
 - As a Staff Council member you should be sharing information gathered during the monthly meeting so all staff members are aware of our current agendas as well as items they would like brought to Staff Council.
 - Awareness and transparency of Staff Council is something beneficial we should work on during the next year.
 - It was suggested that each division offer an Open House each August to introduce new members and provide information about what staff council's function on our campus and to have general dialogue with our constituents. These Open House events should be standardized by the most part in the information being presented.
 - Possible assessment measures could be collected by the constituents during these open houses.
- Staff Council members reach out to their divisions to obtain a list of events/programs that Staff Council could help promote.
 - It was suggested that we need to do a better job of promoting SHSU in general through social media.
- Updating our Staff Council website to include a headshot photo with each members name and possibly including a brief bio.
- Consider the possibility of having an anonymous drop box for suggestions.

Chris requested a list of campus committees from Somer Franklin in an effort for Staff Council to gain a stronger presence and transparency within campus and certain committees. Beginning in the fall all Staff Council members will be asked to assist with these efforts by stepping up and becoming active in Staff Council. It is recommended that all members be actively involved and not all discussion and decisions be left to the Executive Board.

VI. Committee Reports

- a) **CAMPUS ISSUES:** Chris Arcos –
 - Campus Carry initiative – this committee is still working through the logistics (number of signs needed for campus, exact locations of signs, website is being created, cabinet approvals are pending, etc.) and more information will be provided at a later time.
- b) **NEWS & NETWORKING:** Lucrecia Chandler –
 - Website updates have been made:
 - Events added
 - Call for nominations
 - Social Media has been updated. Please like the Staff Council Facebook page if you have not already done so as well as share the page.
- c) **STAFF DEVELOPMENT:** Melissa Fadler –
 - First round table was held on diversity issues and comments/concerns have been compiled and will be submitted to the President's office. We had over 40 participants in attendance.
 - Wellness Works Day was held on Friday, April 8th and had approximately 60 participants throughout the day. Location was not ideal and consideration of using the LSC next year is being discussed.

- Real Appeal (a nutrition and weight loss program) is a new program offered by United Healthcare that is free to all staff/faculty. Kari Zella will share an email drafted by Lisa Clarkson explaining the basics of the program and how to get involved. (Email was sent on 4/14 @ 10:10 am).
 - Having this event in the spring semester seemed to work better than the fall as done in previous years.
- Next round table will be held on May 24th @ 10am in LSC Ballroom – topic: Sustainable practices in Higher Education. Email will be sent out in early May to promote this event.
- d) SPOTLIGHT ON STAFF: Megan – Candice Wilson, Program Coordinator for First Year Experience will be recognized immediately following today's meeting.
- e) SPECIAL EVENTS: Rachel Somers – A meeting will be scheduled for the Special Events committee later this month to discuss the possibility of a summer event considering remaining funds are available.
- f) PROFESSIONAL DEVELOPMENT – Melissa Asbury – No additional updates at this time.
- g) NOMINATIONS & ELECTIONS: Dana Bible – An email has been sent to everyone on a call for nominations.
- Self-nominations are accepted.
 - All 1st term second year members have been notified to determine if they would like to be added to the ballot to possibly serve a 2nd two year term.
 - If someone is nominated we will verify they accept the nomination prior to placing their name on the ballot.

VII. Upcoming/ Future Events

Microsoft Office 2013 will upgrade to Office 2016 May 20-28. Check the latest IT newsletter to find out when your building will be upgrading. Office 365 is now available to all employees. Check the IT training schedule to seek training on Office 365 or the changes between Office 2013 and 2016.

Sustainable practices in Higher Education Roundtable will be held on May 24th @ 10:00am in the LSC Ballroom.

VII. Adjournment

Next Staff Council meeting will be held May 11th at 1:30 pm in LSC 304.

Melissa Fadler motioned to close the meeting and Jesse Bernal, seconded the motion. Meeting was adjourned.

Minutes submitted by: Kari Zella