Staff Council Meeting  
Minutes – February 8, 2012  

I. Call to Order  
The meeting was called to order by Wally Barnes, Staff Council President, at 1:35 p.m.  

II. Approval of Minutes  
Minutes from November 2011, December 2011, and January 2012 were approved as presented.  

III. Treasurer’s Report  
Bonnie Ponce provided the report on the two Staff Council accounts.  
A. Friends of Staff Council (account 211018-100000-80) has a balance of $1,028.40.  
B. Operating Budget (account 140100-100004-60) has a balance of $3,856.73.  
   - Special Events:  
     o Events - $1,956.02  
     o Spotlight on Staff - $274.21  
   - Staff Development: $901.50  
   - Campus Enhancement: $225  
   - Communication and Administration: $500  

IV. Chair’s Report  
A. Staff Excellence Award Process  
   - Grounds and Custodial has won the most times.  
   - The premise that the way we nominate is not necessary based on the information that Wally found.  
   - Wally will work with Debra McCall to create a rubric for the selection criteria.  
   - Faculty members are currently serving on this committee and Wally has suggested this be changed. President Gibson agreed.  
   - Bonnie suggested having a way for nominees to opt-out of having their name listed on the website. Lori suggested that be included in the letter.  
B. Rita Caso passed out copies of the slide presentation encouraging participation in the upcoming Chronicle of Higher Ed Great Colleges to Work For survey.  

V. Committee Reports  
A. Administrative Issues Committee  
   - Amanda reported that the mass email about how to contact Staff Council, should go out to the staff today or tomorrow.  
   - Since there are no longer alternates in Staff Council, vacancies cannot be filled by them. The committee distributed a handout with a proposal for filling vacancies.  
     - Proposed Amendment to Article V. Elections- Section 3. Vacancies  
     If a vacancy occurs during the member’s term, the original ballot shall be retrieved to determine the next highest number of votes. That person will be asked to join the Staff Council.  
     
     If there is no other candidate from the original ballot, the vice president of the division shall recommend an applicant for approval by the Staff Council.  

     The person selected to fill the vacancy will complete the term of the member whose position they are taking, they will then be eligible for reelection. This partial term will not count toward the limit of two consecutive terms.
Since an amendment to the by-laws requires a two-thirds vote of the Staff Council, there were not enough members present to vote on the proposed amendment.

The committee will also work on a proposal to vote by email.

B. The Campus Enhancement committee will meet to elect a new committee chair since Justin has left the university.

C. Sheila reported that the Communications Committee has been trying to put more on Facebook.

D. Gayle Bullard gave the Special Events Committee report for Julie Schwab.
   - The committee will email the March Spotlight on Staff recipient.
   - April 20th or 27th, there will be a Luau in the outdoor performing area of the PAC.
   - In July, Staff Council will host an Ice Cream Social. Date and location TBA.

E. Kristy Vienne gave the Staff Development Committee.
   - Professional Development Conference
     - Online registration is now open to everyone.
     - Volunteers are needed, especially moderators.
     - Sheila Cannon has the sign-up sheets for volunteering.
     - Wally discussed contributions to help fund the conference, as well as, reallocating money in the staff council budget for this event.
       - Dr. Gibson will consider additional funding for next year if this year is successful.
       - Wally will still meet with various Dean’s and Vice President’s for additional funding for this year’s event.

VI. New Business
A. Employee Background Checks
   - Wally requested feedback on the memo from Dave Hammonds to Al Hooten.
     - Nancy is concerned about employment for the International students who don’t have a background to check. Wally will get clarification on how this will be handled for this particular group.
     - Kristy would like a time frame from start to finish on the whole process. She would also like to know who will pay the fee. Wally will also follow up on these two items.
     - Stephanie is concerned with the Deferred Adjudication part being left to the department to monitor. She suggested this be monitored by HR and suggested the wording be changed.
     - Wally requested that any additional suggestions or concerns regarding this memo, be sent to him by this Friday, February 10th, so he can follow up accordingly.

VII. Upcoming Events
A. Kristy asked that Staff Council mark our calendars for:
   - February 23rd for the Occupy the Rec event.
   - March 13th for the Professional Development Conference.
   - April 4th for the Presentation on Time Management by Marsha Harman.

VIII. Adjournment
   The meeting was adjourned at 2:35 pm.

Minutes prepared and submitted by:
Mandy Carrell