

***Staff Council Meeting***  
***Sam Houston State University***  
***Minutes January 13, 2016***

**I. Call to order**

Chris Arcos called meeting to order.

**II. Roll – Call and Minutes**

Chris Arcos submitted minutes from December 2015 and were approved.

Sign-In sheet was passed for all present 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: \$1,771.31

Staff Development: \$375.00

Spotlight on Staff: \$34.54

Special Events:\$1,032.79

**IV. Old Business**

- No old business was discussed

**V. New Business**

- **PDC – Designate packet distribution person for each division:** Chris Arcos explained the PDC packet distribution process that will take place this year. A member from each division was asked to volunteer to be the representative for their division. (A completed sign-up sheet is attached to the minutes email) This individual will receive packets for all members within their division that have registered for the PDC. They will then be responsible for distributing the packets to each participant.
- **PDC – Circulate PDC Thank You cards:** Chris Arcos stated that Thank You cards for the PDC presenter and vendors would be available for members to sign if they would like to do so.
- **PDC – PDC Moderators needed:** Kalyn Cavazos explained the duties of a PDC moderator and circulated a sign-up list to all present members. PDC session moderator duties included:
  - Ensuring speaker has everything needed (technology, water, passing out materials)
  - Introduce the speaker using the script/bio provided
  - Keep the session on time by signaling when speaker has 5-10 remaining
  - Facilitate Q&A
  - Remind participants to complete the survey
  - Provide speaker with a thank you gift (all gifts will be in each meeting room)
- **Sub-Committee Bylaws Amendment:** Dana Bible addressed members with a proposed plan for reducing the number of staff representatives for each division by making amendments to the By-

Laws. The plan was discussed in detail (Documents are attached to the email) and she explained the purpose for the suggested change. A smaller, more exclusive group of staff representatives will allow for accountability for all members. Staff council members commented on concerns as well as support of the proposed change. Mateo Zuniga explained the transition phase that would need to occur if a division is losing a staff representative. It was suggested that the executive board could take more action for non-participating members if this was the concern instead of reducing staff representation. This topic will be added to the February meeting agenda to continue discussions of the proposed change. Chris Arcos encouraged members to contact him if they had additional questions or concerns.

- **Staff Development Committee Reform:** The Staff Development committee will begin to focus more on university policies of interest to staff and step away from the staff trainings that are now typically facilitated by Human Resources through the Talent Management system. In order to make this change effectively the committee will host a series of “Coffee Conversations” discussing the points of interests from the previous Presidents and Provosts Round Table.

These Coffee Conversations will be specifically for the attendance of university staff members to speak on how these points of interest concern staff. Any recommendations or concerns from these conversations will be sent direct to the university president as is so often requested at the end of the roundtables.

The first Coffee Conversation will be held on March 1st at 10:00 a.m in the LSC Ballroom. The field of Diversity will be the topic of discussion and will be facilitated by Dr. Ric Montelongo. Registration for this event will be required through Talent Management. We encourage all members of Staff Council to attend and promote to their constituencies.

## • VI. Committee Reports

- a) **CAMPUS ISSUES:** Chris Arcos – Reminded members that the final Town Hall Meeting to discuss Campus Carry would take place on 1/26 @ 4:00pm. It will be available for livestreaming as well for those unable to attend. (A mass email was sent out on 1/20 with details)
- b) **NEWS & NETWORKING:** Lucrecia Chandler – No new information to report.
- c) **STAFF DEVELOPMENT:** Melissa Fadler –Run @ Work day has been rescheduled for 4/8<sup>th</sup>, Wellness Works Day, during Public Health Week. Discussions are still taking place regarding details and if this event will be moved to the Special Events Committee in the future.
- d) **SPOTLIGHT ON STAFF:** Megan Hobbs-Barrett – Spotlight on Staff was presented, just prior to today’s meeting, to Maria Acosta, who works as a custodian in the GPAC.
- e) **SPECIAL EVENTS:** Rachel Somers – No new information to report.
- f) **PROFESSIONAL DEVELOPMENT** – Melissa Asbury – All pending matters were previously discussed during New Business discussions.
- g) **NOMINATIONS & ELECTIONS:** Dana Bible – No new information to report.

## **VII. Upcoming/ Future Events**

**Professional Development Conference**, Tuesday, March 8<sup>th</sup>. A mass email was sent on 1/19 notifying all staff that registration is now open. Please be sure to register for sessions through Talent Management.

## **VII. Adjournment**

Next meeting will be February 10<sup>th</sup> from 1:30-2:30 in LSC 304. Jesse Bernal motioned to close the meeting and Melissa Fadler, seconded that motion. Meeting was adjourned.

Minutes submitted by: Kari Zella