

***Staff Council Meeting
Sam Houston State University
Minutes November 11, 2015***

I. Call to order

Chris Arcos called meeting to order.

II. Roll – Call and Minutes

No minutes for September were submitted.

Sign-In sheet was presented by Melissa Asbury for attendance.

III. Treasurers Report

Candy Prater submitted balances as follows: E-Board: \$725.00
Friends of Staff Council: \$1,910.47
Professional Development: \$2,800.00
Staff Development: \$375.00
Spotlight on Staff: \$34.54
Special Events:\$1,182.79

IV. Old Business

- Anyone that would like to make a contribution to Staff Council as part of the Annual Fund Campaign can make their donation to Friends of Staff Council
- Chris Arcos requested anyone that anyone who would like to submit ideas for ideas for Staff Council to “Start Doing, Keep Doing, and Stop Doing”, please submit before the December meeting.

V. New Business

- Chris Arcos addressed members present about the open Secretary position. Theresa Garvin has stepped down as Staff Council Secretary. A few names were nominated during the meeting, if you have a nomination please email Chris Arcos. There will be a vote at the December meeting.

The position of Secretary entails scheduling the meeting rooms for the Monthly Staff Council, tracking the sign in sheet, sending out meeting reminders, calendar invites, taking minutes, typing up minutes and serving on the executive board.

- Megan Hobbs-Barrett addressed the Council about the changes to Spotlight on Staff. To increase participation by the council, it was decided that Spotlight on Staff presentations would be scheduled immediately following the monthly staff council meetings.
- Natalie Payne, IT trainer introduced herself to the Council. She addressed the Council about two (2) new programs that are being implemented; walk-through of the computer labs, for people looking for immediate assistance and One on One training sessions, if you need either of these please contact her office.
- The Woodlands Center is doing its last days of the Blood Drive and Organ donor registry.
- Lisa Shin, President of Faculty Senate was present at the meeting.

• VI. Committee Reports

- a) **CAMPUS ISSUES:** Chris Arcos – Chris hoped council members were able to attend one of the Campus Carry Town Hall meetings. Additional Town hall meetings will be held in the Spring before final findings are presented to the President for approval.

If your department/ division have any questions or concerns that it would like to have the Council address, please email to Chris Arcos.

- b) **NEWS & NETWORKING:** Lucrecia Chandler – Minutes up thru September 2015, all events up to date. Requested Spooktacular Breakfast photos be upload to the T:/drive so they can be posted on the website.
- c) **STAFF DEVELOPMENT:** Melissa Fadler – Next committee meeting will be December 7. Stress Relief seminar on November 30 from 5-7 pm in LSC 110. Registration is online through Talent Management.
- d) **SPOTLIGHT ON STAFF:** Megan Hobbs-Barrett – Next Spotlight on Staff, Dianna Kim of the Newton Gresham Library, scheduled for immediately following this meeting. Council participants will walk over to the NGL library.
- e) **SPECIAL EVENTS:** Rachel Somers – 309 people attended the Spooktacular breakfast not including the Staff Council participants. Committee will be meeting soon to discuss Spring events, and other upcoming programming.
- f) **PROFESSIONAL DEVELOPMENT** – Melissa Asbury – Next Committee meeting is scheduled for November 16th at 10:00am in LSC 308. Please attend if you would like to help out with the conference. If you know of faculty or staff that give good presentations or have requests for session content, please email Melissa so the committee can discuss. As the conference gets closer Staff Council members will be requested to volunteer to help out.
- g) **NOMINATIONS & ELECTIONS:** Dana Bible – Next Committee Meeting will be in January to begin the process anew. They will also begin a comprehensive review of the bylaws of Staff Council.

VII. Upcoming/ Future Events

People and Pets Food Drive, December 2 10:00 am – 2pm in front of LSC

Mass e-mail will go out next Monday 11/16/2015. This year people food will count double to help us gather more small food items for The Food Pantry @SHSU as they are in need of food.

Sign-up sheet:

https://docs.google.com/spreadsheets/d/1b2hdsf3yIM0LKt8E3MXyalvQmUaQGtujKE_SBbl-WLQ/edit?usp=sharing

Professional Development Conference, Tuesday, March 8

VII. Adjournment

Next meeting will be December 9, 2015. Candy Prater motioned to close the meeting and Melissa Fadler, seconded that motion. Meeting was adjourned.

Minutes submitted by: Megan Hobbs-Barrett