

Staff Council Meeting
Sam Houston State University
Minutes December 9, 2015

I. Call to order

Chris Arcos called meeting to order.

II. Roll – Call and Minutes

Minutes for November were submitted.

Sign-In sheet was presented by Chris Arcos 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

- We had a very successful Spooktacular event. Kudos to everyone that was involved. In total we collected 895 lbs of people food and 440 lbs of pet food for a total of 1335 lbs of food which was 3 times more than what was collected last year.

V. New Business

- Chris Arcos addressed members present about the open Secretary position. Theresa Garvin has stepped down as Staff Council Secretary. Chris gave the following position duties before opening up a last nomination:

The Secretary shall: give notice of all meetings; prepare and maintain a file of official minutes for all meetings of Staff Council, the minutes shall be kept in a book and will be summarized after each meeting for electronic publication; post the minutes of the previous meeting on Staff Council website and with all staff departments and make corrections as needed; help with all correspondence as directed by Staff Council within the timeframe specified; keep and archive the history of the formation and all members and actions of Staff Council; and conduct Staff Council meetings during the absence of the Chair and Chair-Elect.

The position was put to a vote and Kari Zella was elected to the position.

- Chris Arcos addressed members present about the open Treasurer position. Candace Prater has stepped down as Staff Council Treasurer. Chris gave the following position duties before opening up a last nomination:

The Treasurer shall: be responsible for all financial aspects of the Staff Council functions, including making any deposits to Staff Council accounts, processing purchase requisitions and purchase vouchers according to University policy and regulations; maintain an accurate

account of all receipts and expenditures; verify accounting summary/detail reports from University Office of the Controller records for Staff Council accounts; reconcile such account records at least monthly; report on these activities at each Staff Council meeting; and submit an annual written report to the Executive Committee.

The position was put to a vote and Rhonda Reddoch was elected to the position.

• VI. Committee Reports

- a) **CAMPUS ISSUES:** Chris Arcos – 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.
- c) **STAFF DEVELOPMENT:** Melissa Fadler – No updates
- d) **SPOTLIGHT ON STAFF:** Megan Hobbs-Barrett – Next Spotlight on Staff, Maria Acosta with Custodial Services, scheduled for immediately before the next meeting. Council participants will meet in the Einstein's Bagels inside the Performing Arts Center at 1:10.
- e) **SPECIAL EVENTS:** Rachel Somers – Committee will be meeting soon to discuss Spring events, and other upcoming programming.
- f) **PROFESSIONAL DEVELOPMENT** – Melissa Asbury – Next Committee meeting is scheduled for January 11th at 10:00am in LSC 308. Please attend if you would like to help out with the conference. 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

- Next Spotlight on Staff Today, December 9th 10:00 following general meeting
- Next PDC Meeting Monday, January 11th 10:00 a.m. LSC 308
- Next Meeting Wednesday, January 13th
- Professional Development Conference Tuesday, March 8th

VII. Adjournment

Next meeting will be January 13, 2015. Chris Arcos motioned to close the meeting and Melissa Fadler, seconded that motion. Meeting was adjourned.

Minutes submitted by: Chris Arcos