Staff Council Meeting
Minutes – December 14, 2011

I. Call to Order
The meeting was called to order by Wally Barnes, Staff Council President, at 1:30 p.m.

II. Minutes of November 9, 2011
Minutes emailed to Staff Council were not updated. Will email revised November minutes to Staff Council for approval.

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 $923.40.
B. Operating Budget (account 140100-100004-60) has a balance of $3,907.24.
   • Special Events: $2,280.74
   • Staff Development: $901.50
   • Campus Enhancement: $225
   • Communication and Administration: $500

IV. Chair’s Report
Wally encouraged Staff Council to consider the Friends of Staff Council account for Annual Fund donations.

V. Committee Reports
A. Amanda Withers gave the Administrative Issues Committee report.
   • The mass email has been prepared and the committee is waiting until after the holidays to send.
B. Justin Kinslow gave the Campus Enhancement report. Items discussed were:
   • Justin met with Doug Greening and Al Hooten to discuss the crosswalk areas by Old Main Market. All were in agreement that action is needed regarding this issue. Mr. Greening has set up a meeting with the City of Huntsville Engineer.
   • The outdoor art project between the CHSS & Coliseum is over budget and on hold which puts the sidewalk plans on hold as well.
   • The benches at the cul-de-sac by CHSS will be passed on to SGA for further action since it would mainly benefit students.
C. Thomas Sosebee gave the Communications Committee report.
   • Thomas requested photos from various Staff Council events, including the People & Pets food drive, to post on the Staff Council Facebook page.
   • Thomas also requested an opportunity at the next Staff Council meeting to make a presentation. He would like to demonstrate the proposed social media site that would be a personalized Facebook environment restricted to current SHSU students, faculty & staff.
D. Julie Schwab gave the Special Events Committee report.
   • Jackalyn Taylor in Undergraduate Admissions was extremely surprised by being recognized by Staff Council for December’s Spotlight on Staff.
   • Discussed the possibility of a coffee/small breakfast event for the end of January or early February.
E. Kristy Vienne gave the Staff Development Committee report after Ms. Cindy Balusek discussed the new Employee Assistance Program.
Kristy discussed upcoming events.
  o January 12 – Spend Less, Save More. Will include 10 strategic tips to saving money.
  o February 23 – Will host a Wellness Fair at the Rec Sports Center Multi-Purpose Room 2.
  o March 13 – Professional Development Conference
  o May – Leadercast

VI. Mass email review.
A. Stephanie Brim handed out materials regarding mass email protocols.
   • Stephanie discussed a flow chart including a timeline.
   • Discussion regarding the logo. Will follow up with Lori Proctor for logo clarification.
   • Will also ask Thomas Sosebee to be in charge of mass email work orders.

VII. Ms. Cindy Balusek, Human Resources
Cindy presented information regarding the new Employee Assistance Program. The program includes help with a variety of things. It offers help with will preparation. There is a 24 hour phone number that employees can call for stress and other problems, for an initial assessment. Follow-up action would be dependent upon the call assessment.

VIII. Adjournment
The meeting was adjourned at 2:25 p.m.

Minutes prepared and submitted by:
Mandy Carrell