Staff Council Meeting
Minutes – November 9, 2011

I. Call to Order
The meeting was called to order by Bonnie Ponce, Staff Council Treasurer, at 1:30 p.m.

II. Minutes of October 12, 2011
Julie Schwab moved to accept the October 2011 minutes; Sheila Cannon seconded the motion; minutes were approved as presented.

III. Treasurer’s Report
Bonnie Ponce provided the report on the two Staff Council accounts.
A. Operating Budget (account 140100-100004-60) has a balance of $4,058.59.
B. Friends of Staff Council (account 211018-100000-80) has a balance of $708.40.
C. Special Events:
   • Budget - $3,400
   • Spent - $1,067.46
   • Remaining - $2,332.54
D. Staff Development:
   • Budget - $1,100
   • Spent - $98.95
   • Remaining - $1,001.05

IV. Chair’s Report
Bonnie reviewed the Chair’s Report. The report highlighted: Annual Fund, Staff Council P-card, Social Media Committee appointment of Thomas Sosebee, Cyber Security Awareness Events, the Spooktacular Breakfast, and Social Media Event.

V. Committee Reports
A. Amanda Withers gave the Administrative Issues Committee report.
   • Still waiting for mailbox.
   • Amanda suggested needing a bylaws change in order to replace members who have left the university.
B. Justin Kinslow gave the Campus Enhancement report. Items discussed were:
   • Crosswalk by Old Main Market is a problem because the city has jurisdiction of 3 sides of that intersection and the university has one.
   • Seating around the CHSS cul-de-sac area for students waiting on shuttles. Working to get donors to donate benches.
   • Committee had discussed a sidewalk between CHSS & the Coliseum, but plans for an outdoor classroom interferes with that project. Justin again asked for clarification on the procedure for submitting proposals.
     o Mr. Al Hooten asked that the committee send such requests to him because he has not heard anything regarding an outdoor classroom. Mr. Hooten asked that Staff Council bring campus enhancement issues to him in the future.
   • Staff Council drop box for the LSC will be donated.
C. Thomas Sosebee gave the Communications Committee report. Discussed the Social Media Committee is working on developing a policy for Social Media at Sam Houston.
D. Julie Schwab gave the Special Events Committee report.
• The Spooktacular Breakfast was a huge success and will definitely plan again for next year.
• People & Pets food drive will be on December 7th, from 10am-2pm. A sign-in sheet was sent around to cover the table during that time.
  o Julie requested boxes and a golf cart to help out with getting donations delivered. Justin Kinslow said he will get the boxes and Sherry Henke will work on getting a golf cart. Kristy Vienne has students who need to complete community service hours and will ask for them to help get the donations to her office and then to appropriate locations.
D. Kristy Vienne gave the Staff Development Committee report after Mr. Al Hooten’s discussion of the new Tobacco Policy.
  • Kristy discussed upcoming events that are also found on the Staff Development calendar. Specifically the Stress Management Presentation that will be on 12/1/11.

VI. Mr. Al Hooten, Vice President for Finance & Operations
Mr. Hooten presented the new Tobacco Policy, SHSU policy PRE-19, and associated ERS tobacco use changes. The proposed SHSU policy was modeled after Texas State University’s current policy. Mr. Hooten requested feedback, which Staff Council members did not feel comfortable giving during the meeting. Staff Council members thought he was coming to our meeting to discuss and explain the policy, not ask for feedback. Members of Staff Council asked to get back to Mr. Hooten after they’ve discussed it with their peers and provide feedback from a broader group.

VII. New Business
New business was not discussed due to time. However, before adjourning the meeting the topic of Holiday parties was brought up. Staff Council members would like to know the policy regarding the use of Aramark during the holiday season. Members would also like clarification on the rumor of having only the LSC holiday open house and all other parties restricted due to budget responsibilities.

VIII. Adjournment
The meeting was adjourned at 2:40 p.m.

Minutes prepared and submitted by:
Mandy Carrell