**Staff Council of Sam Houston State University**  
**Meeting Minutes**  
October 9, 2013

I. **Call to order**  
Jesse Bernal motioned to adjourn meeting. Stephanie Fors 2nd. called to order the regular meeting of Staff Council at 1:30 pm on October 9, 2013 at LSC room #304.

II. **Roll call**  
Theresa Garvin presented a sign-in sheet for this meeting. Total members present: 27 voting and 1 non-voting.

III. **Approval of minutes from last meeting**  
Theresa Garvin submitted the minutes from the September 11th meeting. Minutes were approved as read.

IV. **Treasurers Report**  
Candace Prater submitted balances as follows: Operating Budget = $5,225.00, Friends of Staff Council = $1,817.47 and Professional Development Conference Operating Budget = $6,000.00

V. **Open issues**

   a) Kristy presented an email she received from staff person on campus concerning the ongoing issues with parking. Kristy said she has spoken with Matt McDaniel and Chief Kevin Morris and also forwarded this correspondence. Doug Odom, chair of Campus Issues Committee, stated he has also been working with Matt McDaniel about this same issue and more. Matt will be attending a future Staff Council meeting and has asked for some feedback from us. Then he can formally respond on a non-agenda issue. Margaret Ferguson asked what the legal speed limit on campus is. Jesse Starkey stated that the crosswalk lights are broken on Sam Houston Avenue and 19th street. Also wanted to know if this belongs to city or TX DOT. Wally Barnes said the City of Huntsville does have in their 5 year plan new crosswalks in their budget. Sandra Gray also stated a study with the city is in the works for more crosswalks. Kristy asked all who have questions/concerns to present to Matt for discussion to submit to her.

   b) Kristy mentioned the FOP for Friends of Staff Council that any can give.

   c) A thank you note is being passed for all to sign. This will be given to Dr. Gibson for the lunch she hosted in September.

Shirt Project – Theresa Garvin presented (2) samples of shirts to review. This would be shirts purchased with Staff Council money for members to wear and be identified as member during events on campus. Wally Barnes did state that if a shirt is lost by a member that person would have to replace at their own expense. It was questioned how and what funds would be used to purchase
shirts. Kristy stated that ½ would come for Friends gift account and other ½ would be from Operating Budget. Several off the table discussions were ongoing and Stephanie Fors motioned that we purchase shirts but to table any discussion for now. Seconded by Theresa Garvin. A tally was taken from shirts presented today that would be favorite. 7 voted on shirt #1, 13 voted for shirt #2 and 3 abstained from voting.

Shirt project was tabled for future meeting.

VI. New business – Committee Reports

a) CAMPUS ISSUES: Doug Odom, as discussed previously, stated parking is a very big concern along with the issues of parents and students with disabilities. It has been brought to his attention this can be a concern especially with visitors on campus. Sandra Ferguson asked if there was a map that indicates designated areas for handicapped visitors when on campus. Doug did say that the Americans with Disabilities Act does require by law that accessible routes for disabled person is met. He stated there needs to be a map showing where these routes are available. He will continue to work on this with his committee.

b) NEWS & NETWORKING: Not present

c) NOMINATIONS & ELECTIONS: Not present

d) SPECIAL EVENTS: Meggan Thompson stated that Wednesday, October 16th, the announcement for “Spooktacular Breakfast” will be pushed out to staff employees with the follow-up reminder to go out October 30th. She said her committee met last Friday and they need volunteers for the sign-in table. Kristy stated that those attending need to show their ID card at sign-in table. Anyone who can work it will be for 30 minutes at a time. Kristy encouraged us to volunteer, attend and invite all our co-workers. Meggan stated the prizes would be a little varied from last year. The Most Spooktacular award will be a SH basket with goodies; the Best Group will be a muffin basket; and Most Creative is a big mesh Halloween wreath. This will be on October 31st in Ballroom A 8:30 to 10:00 am.

e) SPOTLIGHT ON STAFF: Jaice Wetuski announced we would be presenting October’s award to Casey Hyde in Alumni Center on Tuesday @ 3:00. Please don’t spoil the surprise and show up if you can.

f) STAFF DEVELOPMENT: Stephanie Fors said they were working on an activity for November 19th. PACE is also looking to sponsor a December lunch & learn event. Events for Spring will have the theme of leadership.

g) PROFESSIONAL DEVELOPMENT CONFERENCE: Kristy thanked the group of committees that is already working on PDC and she is very excited. Half of the speakers contacted have responded back. She is working on a Save-The-Date to go out. This year the conference is March 11, 2014. We will be using Talent Management for registration and HR is working with her to get this set up.
Our vendors will be back again to be available for questions from employees. One of the new presenters and subject will be Steve Shields, Director of Health, Safety and Risk Management, to present workplace violence and how to spot. She asked Doug Odom to inquire if Physical Plant might have any ideas to present for an additional sessions.

VII. Old Business

Stephanie Fors spoke about inquires for a Craigslist type forum; for example, to sell or buy textbook, couch, etc. She said that University of Arkansas Little Rock is already posting this type forum and we could contact subscribers to get their opinion. Jessie Starkey inquired how the posts would be created and how they would be reviewed...typically something less time consuming. Sandra Gray suggested this might be outdated for us. Meggan Thompson stated that Facebook does have a Beg, Barter & Buy link. Theresa Garvin stated that we would have to make sure that university/campus property would not get posted.

Meggan Thompson spoke about request for a Staff Council Scholarship. Facilities has a scholarship that is given to a dependent of facilities staff employee. The idea behind this SC Scholarship would be to benefit a staff employee. If 10 people on payroll deduction would give $10.00 per month this could provide $1,000.00 scholarship. We could also have a fund raiser to promote the same. Kristy Vienne said we could market and promote to all staff. Jessie Starkey asked if the funds in the Friends account remains between Fiscal Years. That answer is yes. Glenn Green thinks this leaves the door open for funds to be taken from Friends account inappropriately. Sandra Gray inquired how and what the agreements will stipulate. Kristy stated that certain criteria would be set and that Academic Affairs would be the deciding factor on who is awarded. Glenn thought a written essay with recommendations should be submitted. Stephanie Fors stated she did not like that only 1 or 2 employees would benefit. Candace Prater agreed but stressed that our account must be at a certain balance before awarding funds. Stephanie feels that we could use this annual fund time to see if we can gather interest. Meggan stated we could build up participation based upon an interest. Melissa Asbury asked if this would be for part-time or only full-time staff employees. Doug Odom made a motion to table and keep scholarship idea as an agenda item. Jesse Bernal 2nd the motion.

VIII. ADJOURNMENT

Jesse Bernal motioned to adjourn meeting. Stephanie Fors 2nd.

Kristy Vienne adjourned the meeting at 2:30 pm.

Minutes submitted by: Theresa Garvin

Minutes approved by: