

Sam Houston State University
Staff Council Meeting
May 14, 2008
1:30 p.m., LSC 304

A. Call to Order

- a. The meeting was called to order by Staff Council Chair, Kristi Kreier, at 1:40 p.m.
- b. Minutes from April 2008 were reviewed and changes were approved: Section IV. Committee Reports, Public Relations Committee shall read “Sophia announced that the committee would like to propose not holding the Spring 2008 Ice Cream Social due to funding limitations.”

B. Old Business

- a. No Smoking Policy – Kristi Kreier advised the Council she contacted the administrative office preparing the proposal on smoking on campus and confirmed the wording agreed with the Staff Council’s intention. She determined the recommendation has not been considered for implementation by the President’s Cabinet, and a memorandum from Staff Council to follow up the resolution may be helpful. A copy of the current smoking policy was made available to the Council.
- b. Budget for 2009 – Kristi Kreier advised the Council she is a member of the University Budget Committee by virtue of holding the Staff Council Chair position. She attended the most recent meeting of the University Budget Committee and was advised additional funds for the Council were not readily available. She recommended the Council continue to work within the current budget restraints as efficiently as possible, and she anticipates having \$2,500 in the next fiscal budget. As for Staff Merit, the Budget Committee determined SHSU staff will be eligible for a 1 percent across the board increase and a 2 percent pool will be used to award merit. She indicated she voted for the 1%/2% arrangement, and the faculty merit arrangement has not been finalized.

C. New Business

- a. Staff Council Election Committee – Sherry Hirsch reported Valerie Sparkman, Chair, is ill. In her place, Sherry advised the Council the Election Nominations forms were distributed to the SHSU staff via campus mail. There was a concern the mailing labels used to distribute the forms did not include staff in the Division of Student Services. An e-mail was also distributed, and it was decided every staff should have received reasonable notice. Kristi Kreier thanked the committee for their service.
- b. By-Law Updates – At Kristi Kreier’s request, the Election Committee will review the election process detailed in the current by-laws to identify any ways to improve the process and make it more effective in representing campus staff. The recommendations should be made at the Council meeting scheduled for June 11, 2008.
- c. Summer Meetings – Staff Council meetings will be held during the summer months to address by-laws improvements. While all participation is valued, attendance will be optional due to vacation schedules.

D. Committee Reports

- d. Communications Committee – Chair Angie Burns advised the 2008 newsletters are just about completed. She will add information about the creation of a new account. Friends of Staff Council, to encourage Annual Fund and other donors to support the Council. She will also incorporate information on the proposed smoking policy. An alias to the Staff Council website will be requested to simplify the current URL, which is <http://www.shsu.edu/~staffcouncil/>.
- e. Public Relations Committee – Chair Sophia Polk asked the Council for help choosing the date of the 2009 Fall Staff Social. The LSC Ballroom is reserved for October 31, 2008, so the Council selected October 29 as the next preferred. Sophia Polk will inquire as to the possibility of asking the party who has reserved October 31 to change dates as a courtesy. Chair Polk also requested the Council to consider and approve a “Spotlight on Staff” Program which would:
 1. Recognize a staff member on Today @ Sam each month, and
 2. Reward the staff member with a certificate, a gift certificate for lunch at a local restaurant (to be donated by each restaurant), and a gift basket of donated items.
- f. The staff member spotlighted will be selected from unused nominations submitted to the annual Staff Excellence Award Committee. Members of the Staff Council are not eligible, and a presentation will be made in person by the PR Committee to the staff person before the announcement is made online. It is anticipated there will be no expense incurred by Staff Council for this program. The Staff Council voted to implement the program August 15, 2008, with following spotlights to occur on or about the 15th of each month. The Chair will draft a memo detailing the proposal.
- g. Staff Development Committee – no report given
- h. Administrative Issues Committee – no report given
- i. Campus Enhancement Committee – Chair Vicki Barrilleaux indicated the concerns with students improperly chaining bikes to fixtures that are not bike racks will become more of an issue during the summer as a result of the high gas prices and increased number of bike riders. The committee will contact Chief Culak to make immediate headway. Kristi Kreier requested a report at the June 2008 meeting. Other discussion occurred regarding the trash bins behind Residence Life. A Council member commented the trash bags are numerous and have not been cleared in several days. Chip Bounds advised the group that the bins in that location are privately owned and SHSU is not authorized to serve private interests in trash collection and removal. He volunteered to contact the owner of the bins and take steps to advise them of the concerns at hand.

E. Adjournment

- a. The next meeting of the SHSU Staff Council is scheduled for Wednesday, June 11, 2008 at 1:30 p.m. in LSC 304.
- b. A motion to adjourn was made, seconded, and a unanimous vote ended the meeting at 2:30 p.m.