

# Sam Houston State University

## Meeting Minutes

10/12/2005

1. Call To Order
  - a. Called to order at 1:39 pm by Jacob Spradlin
  - b. A motion was made to approve the last meeting's minutes. It was seconded and the minutes were approved.
2. Committee Updates
  - a. Election
    - i. Nothing to report
  - b. Communication
    - i. Nothing to report
  - c. Public Relations
    - i. For the Meet-and-Greet, be there at 11:15am
    - ii. Sue will provide temporary nametags
  - d. Administrative Issues
    - i. Dorothy has worked on grievance committee issues- has received information from other schools
    - ii. How was the head of Human Resources (Ted Michaels) appointed to oversee the sick pool? Jacob Spradlin will check with Kathy Gilcrease (President's Office)
  - e. Staff Development
    - i. Nametags are in progress but vendor has computer issues. May select a new vendor
  - f. Campus Enhancement
    - i. Nothing to report
    - ii. Need a grant-writer to solicit Federal money for Museum front. Handled thru Dr. Plisker's Office
3. Old Business
  - a. For the Meet-and-Greet, the Museum will charge \$50.00 to rent
  - b. ARAMARK is charging full-price (~\$500.00)
  - c. Each member is to bring 2 – 3 dozen of cookies and University faculty/staff will be emailed this afternoon
  - d. The Heart Walk is scheduled for 11/12/2005 but no teams as of yet
  - e. Capitol campaign (annual fund raiser campaign). The goal is a contribution of \$10.00 from each staff
4. New Business
  - a. Discussed the hangtags with the Dennis Culak (Chief of Public Safety) and he was invited to attend the next meeting. He will attend to share costs and other ideas/options. An estimate of the hangtag is \$100.00
5. Discussion Items
  - a. There were numerous staff members were concerned after Hurricane Katrina. The staff were required to use vacation (personal) time off. We were only given 12 hours of administrative leave. There were safety concerns since staff was required to man buildings. There were occasions where undocumented persons were wandering about buildings.
  - b. A crisis management plan is needed. Supposedly, one is in the works.
6. Adjournment
  - a. There was a motion to adjourn by Sue Knight. Dorothy seconded the motion. The meeting was adjourned at 2:30 pm.