

# Sam Houston State University

## Meeting Minutes

11/09/2005

### 1. Call To Order

- a. The meeting was called to order at 1:33pm by Dr. Bill Fleming.
- b. Minutes were read; corrected; a motioned to approved with correction was made; seconded
- c. Minutes approved as corrected

### 2. Old Business

- a. Chief Dennis Culak was special guest; discussed hangtags; indicated previous chief was against but he is in favor and is willing to try with faculty/staff only; students will still utilize stickers

#### i. Issues include:

1. Hangtag twice as much to produce as stickers
2. Lost of revenue from sale of 2<sup>nd</sup> permit (approximately \$10,000<sup>00</sup>)

#### ii. Proposal by Chief Culak:

1. Charge \$75<sup>00</sup> for hangtag; offer a temporary permit for no charge (current policy is no charge)
2. Charge administrative fee if given a fine for not displaying hangtag; suggestion was \$5<sup>00</sup>

#### 3. Q&A

- a. Can we have a generic hangtag & re-register each year?

*i. Not feasible*

- b. Will there be an option to get either the hangtag or the sticker?

*i. No, if we go to hangtags, there will be no more stickers*

- c. How many permits are sold? How many parking spaces are available?

*i. Approximately 1500 permits are sold to faculty/staff. Number of parking spaces varies from day to day and exact number is unknown today*

- d. How does Payroll deduction work?

*i. Faculty/staff goes to UPD and pays 25%; the next 75% is deducted over 3 pay periods*

- iii. Currently, you can register your vehicle online and make payment by VISA/MasterCard. This has received a very positive response (per Chief Culak)
- iv. Chief Culak is in favor of the hangtags and will recommend the President work with the Faculty Council
- v. After the Visitors' Center is completed, all Estill parking spaces will be faculty/staff and not commuter (per Chief Culak).
- vi. Dr. Fleming asked if this was a good idea (hangtags). The Staff Council agreed. A motion to formally endorse the hangtags was made. It was

seconded by Renee. A formal letter endorsing the hangtags will be drafted and forwarded to the President.

### 3. Committee Updates

- a. Election
  - i. Nothing to report
- b. Communication
  - i. Heartwalk is coming up soon
- c. Public Relations
  - i. Nothing to report
- d. Administrative Issues
  - i. A handout was presented on the grievance procedures at other universities. Members were asked to review for a possible discussion at the next meeting.
- e. Staff Development
  - i. Name tags- Sue has found a vendor in Dallas. The question remains on the exact wording. Suggestions include:
    - 1. NAME
    - 2. NAME & CATEGORY
    - 3. NAME, CATEGORY, OFFICE EMPLOYED
  - ii. Poll of members shows all but 1 favored #2 (NAME & CATEGORY)
  - iii. Report findings to Jacob
- f. Campus Enhancement
  - i. A letter concerning campus appearance was written to the Grounds Department (excellent compliment). A copy was made and the letter was delivered to the President's Office (by Doug)

### 4. Discussion Items

- a. Handout of suggestions received from the Meet-and-Greet were reviewed
- b. New custodial service
  - i. Are they bonded?
  - ii. Are there student workers that may have access into faculty offices?
  - iii. Are they legal workers?
- c. What should be done about elected members who have missed 10 – 15 meetings? Need to send a letter to them and select an alternative. We should have a report to show attendance (Secretary can provide). No decision was made on what should be done.
- d. Maybe time of this meeting is inappropriate for most. We may need to re-evaluate at the beginning of each year. We were reminded a discussion concerning the meeting time was made during the last meeting of last year.

### 5. Adjournment

- a. Made by Kirk
- b. Seconded by James
- c. Adjourned at 2:22pm