

Sam Houston State University Staff Council

Meeting Minutes

November 10, 2004

I. Call to order

Cindy Allbright called the regular monthly meeting of the Sam Houston Staff Council to order at 1:34 p.m. on November 10, 2004 in LSC 315.

II. Review of Minutes

- a) February 11, 2004:
Debbie Birdwell moved that the February 11, 2004 minutes of the Staff Council be approved as written. Suzette Kohers seconded the motion to approve the minutes as written. The minutes for the February 2004 Staff Council meeting were approved as written.
- b) August 11, 2004:
A few changes were identified to the minutes of the August 11, 2004 Staff Council meeting. Carol Simpson moved that the minutes be accepted as corrected. Joellen Tipton seconded the motion. The minutes for August 2004 were approved as corrected.
- c) September 8, 2004:
Several changes were identified to the minutes of the September 8, 2004 Staff Council meeting. Joellen Tipton made a motion to accept the minutes as corrected. Sue Knight seconded the motion. The minutes for September 2004 Staff Council meeting were approved as corrected.
- d) October 13, 2004:
A quorum of voting members was not present at the regularly scheduled meeting on October 13, 2004. Therefore, a monthly meeting of Staff Council was not held during the month of October 2004.

III. Committee Updates

- a) Communications Committee:
Invitations to the October Staff Council Fall Social were sent through email to all staff with the exception of Physical Plant employees who received a hard copy through campus mail. This process of distribution of information to staff appears to be the best method identified and has been well received by all staff.
- b) Public Relations Committee:
Compliments were received from staff members regarding the Fall Social held on October 8, 2004. The Katy & E. Don Walker Education Center was a great location for the event.
- c) Administrative Issues Committee:
 - 1. The Administrative Issues Committee asked for responses to a handout on the development of a Staff Council Grievance Committee at Sam Houston State University, which was distributed at the September 2004 Staff

Council Meeting. All members present at the November 8, 2004 Staff Council meeting agreed the subject of a Staff Council Grievance Committee at Sam Houston State University should be placed on the agenda for the December 8, 2004 Staff Council meeting. In addition, a proposed recommendation from the Administrative Issues Committee for the development of a Staff Grievance Committee will be emailed to all Staff Council members for their review prior to the December 8th meeting.

2. Staff Council members asked the Administrative Issues Committee if any information from other universities was available about the sick leave and workers compensation programs of those universities. The subject of sick leave and workers' compensation programs will be placed on the agenda for the December 8, 2004 meeting for further discussion.

d) Staff Development Committee:

The Staff Development Committee recommended the information and cost for name badges for Staff Council members. The proposed name badge will have the Staff Council (SC) logo, and three lines of text. The three lines of text on the badge will be the Staff Council person's name on the first line, Staff Council on the second line, and Sam Houston State University on the third line. The name badges will cost \$7.50 for a pin back and \$10.50 for magnet-backed badges. The Staff Development Committee recommended that the name badges be purchased. The recommendation was approved by a unanimous vote of the Staff Council members present at the November 8, 2004, Staff Council Meeting to purchase the magnet-backed name badges at a cost of \$10.50 each.

e) Campus Enhancement Committee:

The Campus Enhancement Committee had nothing to report at the November 8, 2004 Staff Council Meeting. A member of the committee requested a list of the members of the Campus Enhancement Committee.

IV. New business

a) Fall Newsletter:

The Public Relations Committee suggested that the accomplishments for the year of each committee be posted in the fall newsletter. Each Committee Chair needs to email this information to the Communications Committee by November 19, 2004.

b) December Meeting:

The December Staff Council meeting has been scheduled for December 8, 2004, at 1:30 p.m.

c) SHSU Buyer's Group:

The Chair of the Public Relations Committee opened a discussion of the potential involvement of the Staff Council in the Sam Houston State University Buyer's Group for the upcoming Walker County Fair. Those interested in getting involved in the Buyer's Group should contact Debbie Birdwell for further details. This topic will be placed on the agenda for the December 8, 2004 Staff Council meeting.

d) Spring Social:

The Staff Council is planning an Ice Cream Social for Sam Houston State University staff for May 18, 2005. The social will be held in the atrium of the Lee Drain Building from 2:00 p.m. to 3:30 p.m.

V. Discussion Items:

a) Holiday Survey:

A survey about the holiday schedule observed by staff at Sam Houston State University was discussed by the Staff Council last year; however, the staff holiday schedule for 2004-2005 had already been approved by the Board of Regents. The subject was again brought to Staff Council for discussion. The Staff Council agreed to distribute a survey concerning paid staff holidays to all staff as soon as possible in order to have results by the December 8, 2004 Staff Council meeting. This will enable the Staff Council to give input on the staff holiday schedule for 2005-2006 before the holiday schedule is proposed to the Board of Regents for approval. The survey will be emailed to Staff Council members for their review and approval or recommendations prior to distribution to all staff. The Communications Committee will email the final survey to Sam Houston State University staff and distribute a hard copy of the survey to Physical Plant, Grounds, and Custodial staff through campus mail on the same date.

VI. Adjournment

Carey Jordy moved to adjourn the November 8, 2004, meeting of the Staff Council, and Terri Harvey seconded the motion. All Staff Council members present agreed with the motion, and the meeting was adjourned at 2:47 p.m.