

## Staff Council Meeting

June 8, 2011

### I. Call to Order

The meeting was called to order by Kristie Kelarek, Staff Council Chair, at 1:33pm.

### II. Minutes of May 11, 2011

Ann Broussard moved to accept the May 2011 minutes; Wally Barnes seconded the motion; minutes were approved as submitted by majority consent.

### III. Treasurer's Report

Bonnie Ponce provided the report on the two Staff Council accounts.

- A. Operating Budget (account 140100-100004-60) has a balance of \$1,441.38. Outstanding payments include: an interdepartmental transfer to pay for the Jazz band for Cinco de Mayo; plaque for the Earth Day tree; Target PO; the upcoming Ice Cream Social; refreshments for the August SC meeting; and possibly some new binders/office supplies. If you have any ideas for promotional ideas, please send them to Kristie K.
- B. Friends of Staff Council (account 211018-100000-80) has a balance of \$1,052.90. We can use these funds for a scholarship for conference funding, etc. These funds roll over annually.

### IV. Chair's Report

Kristie Kelarek provided the following report on various items.

- A. Nominations Committee Update. Elections ended May 27; the Committee met June 1; Kristie handed out a list of the new members; letters will be sent to the new members, and then a mass email to all staff; new members will be invited to the July meeting, and we will "seat" them at the August meeting. Kristie will coordinate with Lori on sending the letters.
- B. Committee Reports for SC Newsletter – Due May 18. Please submit the Staff Development report on activity this past year. If you have any photos for any events, please post them on the T: drive.
- C. Propose Moving July Meeting to July 6, 10am. Stephanie will update the Outlook appointments; we will be able to meet in the same location.
- D. Retirement. Sandy Thompson retires this Friday; please sign the card and send her some good wishes.

### V. Committee Reports

- A. Public Relations. (Ann Broussard): The Ice Cream Social is scheduled for July 1 from 2:30-4pm in the SHB lobby area, with 150 expected to attend. The Aramark invoice is \$635, with additional cookies; we'll have pitchers of water. We do have a sign-up sheet – please sign up to help "work" the event!
- B. Administrative. (Kristy Vienne) The committee is still working on website updates.
- C. Campus Enhancement. (Sherry Henke) Sherry is working on the plaque; some suggested businesses to check with included Trophy Case and Promo World, or check with Joann Purvis (SHHM). Sherry will send the estimate to Bonnie. Campus maps/signs are also being updated.
- D. Staff Development. (Denise Holcomb) No report.
- E. Communications. (Kristie Kelarek) Stephanie has updated the website – and we now have photos more recent than 2007! Kristie is still working on the newsletter.

### VI. New Business

- A. Questions/Feedback from Staff. Joe asked if the Administrative Issues committee should consider 4-day work weeks for the summer. Sherry stated it had already been mentioned in other forums with Dr. Gibson, and that it will not be supported on a widespread basis, as they do not show big utility savings, and with summer classes, orientation, and enrollment, someone needs to be available during a "normal" work week. Also, faculty come and go through the summer, and in some cases, other organizations share building space, like CJ and TDCJ.

## VII. Bylaws Discussion/Vote

The SC resumed review of the by-laws with Article VI., Meetings. Since we completed review today, we will send them out in their entirety, and have a final vote at the July meeting.

### A. Article VI., Meetings.

- a. Section 3. Forum. Suggested changes: specify President of the University invited to attend the meeting. **Approved.**
- b. Section 4. Quorum. Spell out that alternates do not count toward a quorum. **Approved.**
- c. Section 5. Voting. Suggested changes: changing the statement about voting eligible staff members, that alternates don't vote but are required to attend; make the alternates a separate item (#6), to clarify. Also use the first meeting as an orientation for the new alternates and members. **Approved.**
- d. Section 6. Floor Privileges. Suggested to clarify language. Procedure may need to be spelled out instead of including in by-laws. The Executive Committee will draft procedures, and the by-laws will remain as is. **Approved.**

### B. Article VIII. Committees.

- a. Section 1. Membership. There was much discussion about definition of and distinctions between the alternates and members – their roles, voting rights, etc. All agreed that if alternates are going to volunteer and participate, especially as committee chairs, that they should have a vote on the SC. There was also much talk about having only members, no alternates, and instead of using the alternates to fill in for members not attending, having a pool for each division with a minimum percentage of attendance for each division. That way, we'll only need to have an election if we need to fill real vacancies. The discussion on the floor was to remove alternates and have only members with all the rights and responsibilities. **Approved.** The chart with the total and minimum numbers of members will also need to be fixed.
- b. Section 3. Meetings. Suggested changes: each committee meets twice between August and July suggested. **Approved.**
- c. Section 4. Duties. Suggested changes: annual reports submitted to the Council Chair and Secretary by the end of the year. **Approved.**
- d. Section 5. Standing Committees. Suggested change: "official" communication going out approved Executive Committee does not include committee communication among its members. **Approved.**
- e. Change PR Committee to Special Events Committee. **Approved.**

### C. Article IX. Amendments to the Bylaws.

- a. Section 1, item #3. Suggested changes: gender neutral terminology. **Approved.**
- b. Section 3. Publication. Three working days published; make it an appendix. **Approved.**

## VIII. Adjournment

The meeting was adjourned at 2:29pm following a motion and second by Ann Broussard and Wally Barnes.

Minutes prepared and submitted by:  
Stephanie Brim