

## **Staff Council Meeting Minutes – October 12, 2011**

### **I. Call to Order**

The meeting was called to order by Wally Barnes, Staff Council Chair, at 1:30 p.m.

### **II. Minutes of September 14, 2011**

Lori Proctor moved to accept the September 2011 minutes; Julie Schwab seconded the motion; minutes were approved as presented.

### **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 \$3,924.25.
- B. Friends of Staff Council (account 211018-100000-80) has a balance of \$708.40
- C. Bonnie discussed the assigned budgets for committees to use throughout FY12.
  - Special Events Committee
    - Events - \$3,000.00
    - Spotlight on Staff - \$400.00
  - Staff Development Committee - \$1,100
  - Campus Enhancement - \$225.00
  - Staff Council Miscellaneous - \$500.00

### **IV. Chair's Report**

- A. Phonebook – Stephanie and IT@Sam are working on getting an Excel format available to faculty and staff so the information can be sorted to customize individual needs and preferences. It is a “work in progress” and Stephanie will continue to work with the IT department on behalf of the Staff Council.
- B. Wally announced the Staff Council Intercultural Committee members:
  - Academic Affairs – Pat Herrington
  - Enrollment Management – Susie Houston
  - Finance & Operations – Xiaohong Li
  - Information Technology – to be added next year
  - President's Office – Katheryne McGilvray
  - Student Services - Donielle Miller
  - University Advancement – Donna Gilbert
- C. Wally announced that Weslie Gray will be the representative for the Parking & Transportation Committee and Gayle Bullard will be the alternate.
- D. Discussion of the upcoming Annual Fund brought up the suggestion of designating contributions to the Friends of Staff Council fund. Account #211018-100000-80.
- E. The Staff Council PCard request has been approved by the President's office and Wally took the remaining paperwork to Kathy Roberts in Procurement earlier today.
- F. Wally announced that a thank you note for the Staff Council luncheon, hosted by Dr. Gibson, had been prepared and will be sent.

### **V. Committee Reports**

- A. Justin Kinslow gave the Campus Enhancement report. Items discussed were:
  - Working on a crosswalk by Old Main Market for safety of the pedestrians.
  - Seating around the CHSS cul-de-sac area for students waiting on shuttles.

- Committee had discussed a sidewalk between CHSS & the Coliseum, but plans for an outdoor classroom, has put that idea on hold.
  - LSC has approved placement of a Staff Council drop box where staff can anonymously make suggestions and comments, and voice concerns.
- B. Thomas Sosebee gave the Communications Committee report. A Staff Council Facebook page was the main topic of discussion.
- Communications Committee wanted input on proceeding with the Staff Council Facebook page.
  - The purpose of the page is to make it easier to find information on Staff Council including photos, free advertisement for upcoming events, and general communication.
  - A Facebook user can be set up as a member or can simply be a follower for non-Staff Council people who simply want to keep up with us.
  - Debbie Allen and Rita Caso were concerned about the possibility of our Facebook page getting negative feedback, comments, or posts from non-Staff Council members. They wanted to know if there could be a way to prevent others from posting negative comments. Thomas confirmed that we can set our page up where followers can only follow our page and not be allowed to comment at all. It's a simple preference setting. Staff Council members will be updated yearly immediately after elections.
  - Clint Lockwood wanted to know why we couldn't simply send emails through a distribution list. Kristy Vienne pointed out that people don't always "reply all" on emails and it's hard to keep track of who knows what's already been discussed through emails. Stephanie Brim reminded us that we can send an email to all staff council members by entering [staffcouncil@shsu.edu](mailto:staffcouncil@shsu.edu) in the "To" portion of our email and it will send the email to all current staff council members.
  - Wally Barnes had Staff Council vote on moving forward with the Facebook page. The "yes" votes held the majority.
- C. Julie Schwab gave the Special Events Committee report.
- Spotlight on Staff will be October 13. Staff Council members will meet at 9:55 am outside CHSS 170.
  - Spooktacular Breakfast will be Monday, October 31, from 8:30-10:00am in LSC 320. Decorating will begin at 7:00 am. All Staff Council members are welcome to come early to help decorate. Staff Council members are encouraged to wear costumes. There will be a costume contest.
    - Initial invitations will go out October 17.
    - A reminder will be sent October 28 and 31.
- D. Kristy Vienne gave the Staff Development Committee report.
- Reviewed the tentative Staff Development calendar. Main event will be the proposed Professional Development Conference/Workshop to be held during the week of Spring Break.
    - Kristy asked that Staff Council members email her with ideas for topics, suggestions for presenters, and any other questions, suggestions, or concerns.
    - A vote was taken on whether or not the Staff Development Committee should proceed with this event idea. The majority was definitely in favor of this opportunity.

**V. New Business**

A. Wally Barnes was asked by a staff member about the fairness of the Staff Excellence Award selection process. This staff member felt as though the selection of recipients was heavily weighted by nominees from larger departments and from departments with superior letter writing skills. The letters that accompanied the nomination forms were weighted too heavily in their opinion and was unfair to nominees who were overlooked because the accompanying letter for their nomination was not as good as another. It was the feeling that a person from a smaller department or office had a smaller chance of receiving the award.

**VI. Adjournment**

The meeting was adjourned at 2:30 p.m.

Minutes prepared and submitted by:  
Mandy Carrell