

Staff Council Meeting Minutes
Sam Houston State University
February 14, 2018

I. Call To Order

Melissa Fadler called the meeting to order at 1:32 p.m.

II. Reading/Approval of Minutes – David Arriola

On January 12^h, the January 10th meeting minutes were emailed to all Staff Council representatives by David Arriola. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve January's minutes was made by Melissa Fadler and seconded by Natalie Payne. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – Rhonda Reddoch

Rhonda Reddoch submitted the following balances:

- E-board: \$480.00
- Friends of Staff Council: \$2835.47
- Professional Development: \$6,000.00
- Staff Development: \$147.16
- Nomination and Elections: \$50.00
- Special Events: \$1,358.85
- News and Networking: \$150.00
- Staff Affairs: \$0.00

IV. Chairs Reports – Melissa Fadler

Melissa provided an update to the topics being discussed by the Texas Consortium of Staff Councils. The cohort of around 60 colleges and universities have been meeting by phone biweekly to discuss flexible work & telecommute policies. Currently the Consortium is still researching and fact finding on these issues, and more information to include a proposal will be presented to members of Staff Council when it becomes available. Members who attended the Human Resources Focus group were thanked for their time and input. Some of the changes that were suggested during the focus group were put into effect shortly after the meeting to include online paperwork for staffing and epafs.

V. Committee Reports

News and Networking: Meghan Burton

Brittany Johnson from the CHSS Dean's Office was announced to be our February spotlight on staff recipient. The committee is currently working on finalizing a time and day to present her the award.

Nominations and Elections: Pam Laughlin

No update.

Special Events: Megan Hobbs-Barrett

Megan delivered the Special Events update in Megan Foley's absence. SGA has been emailed about Staff Council participating in All Paws In on April 14th. Megan has also submitted a request to the LSC for our May spring social event. More information to follow when it becomes available.

Staff Development: Dawn Caplinger

The date and time for the last coffee conversation of the semester has been confirmed for Wednesday, April 25th from 2pm-3:30pm. Stephanie Fors will be presenting on Operationalizing Operational Change.

Professional Development Conference: Rebecca Gay

The PDC registration reminder email was sent out today to all SHSU staff members. Victoria White was selected to replace Stephanie Fors sessions, and she will be presenting on Cultivating a Culture of Honor. Rebecca thanked everyone who volunteered to be a moderator for the PDC, and reminded members that there are still a few vacant slots that need to be filled. Those who have volunteered to be a moderator will receive training prior to the PDC. More information to follow on a time and date.

Staff Affairs: Natalie Payne

The Staff Affairs Committee is continuing to research the issue of updating campus maps and the campus smoking policy. The committee reviewed other universities policies on smoking on campus, and found that their policies were similar to SHSU. Disciplinary action regarding violation of these policies have appeared to be inconsequential. Concerns among supervisors were writing up staff members and the low employee moral as a result. There is also confusion regarding who is responsible for the enforcement of our policy. The committee recommendation in regards to the policy is the creation of on campus designated smoking areas.

One member raised concerns about the how the policy is being applied and enforced. Staff members can only enforce any such policy if they are receiving top-down support from the university administration. The member also addressed the adverse health effects of campus smoking. Speaking as someone who has had lung cancer, campus smoking is not just a nuisance; it is a serious detriment to their health. The

current state of campus smoking need to be addressed to the President's Office the real impact of the non-enforcement of this policy.

Another member agreed with the idea of having designated campus-smoking areas, but added that if no one is currently enforcing the policy now, who will be enforcing any newly created smoking areas?

A newer member to SHSU commented that one of the first things they noticed was the non-smoking signs and culture around campus. The member agrees that if there is a policy it should be enforced. Simply having a policy still serves a deterrent to those wishing to smoke on campus. They disagree with the idea of a smoking area because it can be seen as counterproductive in the effort to curb campus smoking. Enforcement of SHSU contractors can be done by contacting the vendor's supervisor, and reiterating to them that while on campus they must abide by SHSU's policies and procedures.

Several members discussed that even if the policy was being enforced, identifying staff members would be difficult due to the large number of employees. There is also no formal procedure in place for reporting violators of the policy, other than notifying the violator's supervisor. The route for student enforcement discussed could be a code of conduct violation through the Dean of Student's Office. Another issue stemming from campus smoking is littering around campus. Members discussed the amount of cigarette buds that are thrown on the ground outside their respective building due to a lack of enforcement and ashtrays.

One member informed the group that the President's Office is currently meeting in committees to review, revise, and rewrite university policies. They suggested reaching out to the committee to address our concerns regarding the campus smoking policy.

In the interest of time, Melissa Falder called for Staff Affairs to make a motion to draft a letter addressing our concerns during the discussion of new business.

VI. Ad Hoc Committee Reports

Safety Committee: Melissa Fadler
No report.

Sustainability Committee: Kerry Arnold
No report.

Calendar: Melissa Fadler
No report.

Staff Excellence Committee: Melissa Fadler

No report.

Parking and Transportation Committee: David Cummings and Justin Ball

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Deanna Briones

No report.

VII. Old Business: Updates, Discussion, or Action

Election Timeline: Melissa Fadler

Melissa Fadler and Megan Hobbs-Barrett are currently working on the E-newsletter which will include the election timeline. Members that are currently on the second year of their first term will be sent letters with information about running for a second term.

July Retreat: Melissa Fadler

The original July 7th date for the retreat has been changed to July 18th due to scheduling conflicts. Melissa anticipates that the event will run from roughly 9am – 1:30pm, but the time and agenda have not been finalized.

VIII. New Business: Updates, Discussion, or Action

Update on Roads and One-Way Streets: Melissa Fadler

A meeting is scheduled with Matt McDaniel to discuss the new campus street changes, and for him to speak to members of Staff Council at our next meeting.

One member has asked that Matt McDaniel go over and address concerns regarding the policy update on golf carts on campus.

Bylaws: Melissa Fadler

Nominations and Elections are currently reviewing the bylaws to include review of the election of the officers and election timeline. Each member will receive a copy of by the March meeting and voting on any amendments will be done at the April meeting.

Smoking Policy Letter: Natalie Payne

Natalie motioned to have Staff Affairs create a letter on Staff Council behalf address our concerns regarding the campus smoking policy to the President's Office. David Arriola seconded, all were in favor, and no one was opposed. The motion carried.

IX. Upcoming/Future Events

Spotlight on Staff – TBD

Next Council Meeting – March 7th

X. Adjournment

David Cummings motioned to adjourn the meeting, and Natalie Payne seconded. Meeting was adjourned.

Minutes submitted by: David Arriola