

Staff Council General Meeting Minutes
Sam Houston State University
September 11, 2019

I. Call To Order

Natalie Payne called the meeting to order at 1:36pm.

Individual photos were taken by those present. Group photo was taken after Juan Nunez Facilities presentation.

II. Reading/Approval of Minutes – Natalie Payne

The August 14th meeting minutes were emailed to members on August 30th. No corrections to the minutes were received. A motion to approve the minutes was made by Shellie Weiss and seconded by Jerrell Sherman. All members were in favor and none opposed. Minutes were approved.

III. Treasurers Report – Rachel Bubela

Rachel Bubela submitted the following balances:

- PDC: \$6,000
- Friends of Staff Council: \$3,869.23
- E-board: \$830.00
- Staff Development: \$370.00
- Nomination and Elections: \$0.00
- Special Events: \$1,960.88
- News and Networking: \$150.00
- Staff Affairs: \$0.00

A motion to approve the Treasurer's Report was made by Benjamin Cantu and seconded by Misti Sorenson. All members were in favor and none opposed. Treasurer's Report was approved.

IV. Chairs Report – Natalie Payne

Natalie reported that she and Justin Ball met with the Chair and Chair Elect of Faculty Senate. Several topics of interest were discussed; Faculty Senate is working on the start of a Policy that focuses on the modification of job duties based on major life events. Currently this does not apply to staff, but further research and discussion is in progress. Faculty Senate plans to actively participate in the People & Pets Food drive and would like to be included in the Non- Smoking initiative activities.

Natalie received an email from Steven Kother regarding the SHSU campus climate survey presentation, he requested time (30 minutes to 2 hours) to present to Staff Council. It was suggested and agreed by representatives present that due to the length

of the presentation, an additional meeting time would be set-up for Mr. Kother to present. Staff Council members would participate, if able.

V. Committee Reports

News and Networking: Joseph Agins

Joe stated that Staff Council has a Twitter page, please like and follow. Dustin Thornton is working on revamping the SC website. Natalie announced that the Spotlight and Staff winner was Riley Skains, which will be awarded immediately following the meeting in AB1. With Spotlight on Staff, Joe is working with MarCom to get a Today@ Sam article about the monthly recipients. The committee is also working through the mass email process, but hopes that future event correspondence will be communicated in a timelier manner. The committee is also going to be working on a template for a monthly/quarterly newsletter of Staff Council events.

Nominations and Elections: Megan Hobbs-Barrett

Megan commented on the resignation of an AA representative, and welcomed Cerelia Turner, SHSU Online. In addition, Megan announced that Nominations and Elections is in the process of creating a guide to help new members guide and the review of the overall nominations and elections process.

Special Events: Candace Prater & Benjamin Cantu

Benji asked for volunteers from each division to be judges at the Spooktacular breakfast, persons were volunteered at the meeting. A sign-up sheet was passed around for divisional representative volunteers to be present at the Meet and Greet event on September 27. Each division is required to have at least 1 representative at their table from 2-4pm. Candy also gave a brief update on the other events planned for the year, see upcoming events.

Staff Development: Haley Rothrock

Haley announced that Natalie Payne will present on O365 for the next Hot Topics in Higher Education either November 6 or 7 with time and location, TBD. In addition, Nikki Stifflemire announced that PDC is working on the graphic for the conference, to be revealed at the next meeting.

Staff Affairs: Dana Van De Walker

Natalie gave a report in Dana's absence. The committee is currently working on a survey that will be distributed to Building Liaisons requesting feedback concerning the non-smoking initiative around each building, funding and signage approvals. Natalie Maness suggested contacting Admin. Assistant's for each building liaisons as an additional way to communicate with Building Liaisons.

VI. Old Business: Updates, Discussion, or Action

No old business was presented.

VII. New Business: Updates, Discussion, or Action

Juan Nunez presented on Facilities Construction projects across campus, he highlighted completed projects of 2019, in progress construction and those construction projects on the horizon. He also provided valuable information about the Urban Forestry on campus.

Divisional Reports:

Megan Richardson, on behalf of Elevate, the Healthy Living Initiative on campus, mentioned the upcoming launch week events, these are open to all faculty, students, and staff. You can check out all the events on their website shsu.edu/elevate

Evan Anderson commented on the proposal for a green fee which will be presented to students for a vote in November. He also reminded us about being proactive in regards to Dr. Hernandez's recent email about campus energy conversation.

VIII. Upcoming Events

Next Staff Council Meeting will be October 9th at 1:30 in LSC 241A.

Staff Council Luncheon with the President- September 17 @ 12:00 pm in the Peabody library (RSVP required)

Staff Council Meet & Greet- September 27 @ 2:00pm in the Orange Ballroom

Spooktacular Breakfast, October 31 in Orange Ballroom

People & Pets Food Drive, November 14

Spring social, April 17, 2020

IX. Adjournment

A motion to adjourn was made by Benjamin Cantu and seconded by Rebecca Lewis. Meeting was adjourned.

Minutes submitted by: Kristin Ware on 9/12/2019