

***Staff Council General Meeting Minutes***  
***Sam Houston State University***  
***November 13, 2019***

**I. Call To Order**

Natalie Payne called the meeting to order at 1:32pm.

**II. Reading/Approval of Minutes – Natalie Payne**

The October 9<sup>th</sup> meeting minutes were emailed to members on November 5th. No corrections to the minutes were received. A motion to approve the minutes was made by Jerrell Sherman and seconded by Kim Rodgers. 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: \$4,019.23
- E-board: \$830.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$1,314.92
- 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 Candace Prater. All members were in favor and none opposed. Treasurer's Report was approved.

**IV. Chairs Report – Natalie Payne**

Natalie reported that there was not much to discuss at this time. We received excellent feedback from Spooktacular. Although there were issues related to Aramark's service, we hope to find resolve in the coming weeks.

**V. Committee Reports**

News and Networking: Joseph Agins

Joe stated that there was not much to report at this time. He and his team continue to update the website and social media pages. He invited everyone to check out the latest event galleries for Spooktacular. Natalie asked Kristin to send links to the photo galleries with the meeting minutes from today. Joe requested that if anyone wants to post future announcements to allow for as much lead time as possible. The next Spotlight on Staff honoree is Scott Dolezal in Facilities. Anyone who wishes to

attend is welcome; we will gather at 2:00pm in the Building & Landscape office off Sycamore by the animal shelter. Joe also stated that nominations are getting a bit thin and asked members to please submit suggestions for more nominations.

Nominations and Elections: Megan Hobbs-Barrett

Megan reported that there was no new business. The committee is currently preparing for January elections. Natalie asked Kristin to send out the new member pamphlet for review with the meeting minutes from today.

Special Events: Candace Prater & Benjamin Cantu

Candi reminded everyone of our upcoming People & Pets event which was rescheduled for next week due to possible inclement weather. She will resend the volunteer sheet in case members need to adjust their times. Candi and Benji reported that Spooktacular was a great success and thanked everyone who came out to help. The results received from the survey were also very positive. As a result of the survey, Candi and Benji may propose a few changes for next year, including an earlier start time for the costume contest and a timed activity participants can have fun with while at their tables, possibly a pumpkin carving. Michelle also thanked everyone for their generosity; we received an overwhelming amount of food and toys for SAAFE House.

Staff Development: Haley Rothrock

Nikki Stifflemire reported on behalf of Haley Rothrock. Nikki reported that we had a great turnout for Hot Topics in Higher Education with Natalie's Office 365 presentation. She reminded everyone about the call for proposals which recently went live and asked the members to spread the word for good presenters and topics. Max Walling will be our Keynote speaker for PDC 2020.

Staff Affairs: Dana Van De Walker

Natalie Payne reported on behalf of Dana Van De Walker. The committee is currently reviewing the results of their walkabouts. However, they did notice several missing "no smoking" signs and noted several areas where additional signage could be applied. We are looking into the possibility of bringing in a guest speaker for our initiative; this plan will be reevaluated following the upcoming anti-vaping seminar scheduled for Huntsville High School.

**VI. Old Business: Updates, Discussion, or Action**

No old business was presented.

**VII. New Business: Updates, Discussion, or Action**

Megan Richardson reported that the ELEVATE team is currently preparing for their next big event in the Spring, details to follow. She has received inquiries about forming a walking group. Megan asked anyone interested to please let her know.

Natalie Payne discussed the IT@SAM Digest which was released to Staff Council and Faculty Senate. She asked members for their feedback. Natalie stated that there is another issue in the works, at which point the future of these digests will be reevaluated.

**Divisional Reports:**

Kyle Barnard reminded everyone about the upcoming football games. Basketball season is fast approaching also. Please see schedule online for further details, especially for the Faculty & Staff Appreciation Game.

Kim Rodgers announced that the Former Foster Scholarship is in need of funds and asked members to consider to donating as part of the Annual Fund.

Rachel Bubela reminded the members about the First Generation event today at the KatClub, 3:00-5:00pm.

**VIII. Upcoming Events**

People & Pets Food Drive – November 21st

Next Staff Council Meeting – December 11<sup>th</sup> – *may be cancelled so keep an eye on your emails!*

**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 11/27/2019