

Staff Council Meeting Minutes
Sam Houston State University
April 11, 2018

I. Call To Order

Melissa Fadler called the meeting to order at 1:00 p.m.

II. Reading/Approval of Minutes – David Arriola

On March 15th, the March 11th 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 March's minutes was made by Kim Johnson and seconded by Dawn Caplinger. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – Megan Hobbs-Barrett

Rhonda Reddoch submitted the following balances:

- E-board: \$480.00
- Friends of Staff Council: \$2835.47
- Professional Development: \$269.64
- Staff Development: \$147.16
- Nomination and Elections: \$50.00
- Special Events: \$1,058.85
- News and Networking: \$10.52
- Staff Affairs: \$0.00

IV. Chairs Reports – Melissa Fadler

The Texas Consortium asked member institutions to provide feedback on the use of virtual doctor's visits, BCBS out of pocket expenses, and an emergency staff fund. One member told the group that she had used the virtual doctor's visit and was very satisfied with the results. One member commented that they noticed that with United Health Care did not need a referral to see a specialist, unlike Blue Cross Blue Shield. Another member added that a solution she has found with referrals is to get a referral to the specialists group in order to avoid additional single doctor referrals. Some Consortium institution have emergency fund set up for staff members in need. The amounts were small, short term, and the applications were approved by committee. When asked if this is something we would be interested in at SHSU, questions were raised on funding sources, and who would oversee and approve the emergency fund applications. The discussion was tabled and will be looked into by Staff Affairs.

Melissa met with Dr. Hernandez to provide updates on current Staff Council projects. Dr. Hernandez mentioned a conference that he works with that has approved to allow the Consortium to meet at their conference in the summer. Chairs from Staff Council would be able to gather twice a year to discuss Consortium issues in lieu of conference calls. Letters regarding the student staff appreciation week and the campus smoking policy were also presented to Dr. Hernandez for his review. Roughly 380 students attended the student staff appreciation event sponsored by the Department of Leadership Initiatives. Dr. Hernandez will bring the smoking memo addressing Staff Councils concerns to the SHSU smoking policy to Dr. Hoyt.

V. Committee Reports

News and Networking: Meghan Burton

The time was incorrect on the initial Staff Council conversation email that was sent out Wednesday morning, which will be corrected on the reminder email. Aprils Spotlight on staff award will be presented immediately following the meeting with Rose Kader in Enterprise Services. The PDC photos have been uploaded onto the Staff Council website along with the dates for upcoming Staff Council events.

Nominations and Elections: Pam Laughlin

An email was sent out this morning to all fulltime staff members asking for nominations for the upcoming 2018 Staff Council election. Nominations will be accepted up until April 30th. Another email was sent out to ask members who are on the second year of their first term, if they would like to run for re-election. Melissa encouraged members up for re-election to continue to serve to retain the knowledge of experienced staff.

Special Events: Megan Foley

Megan reminded members they can still sign up to participate in “All Paws in” on Saturday, April 14th. T-Shirts and breakfast will be provided to those who volunteer their time Saturday on a first come, first serve basis. The spring social has been scheduled for May 17th from 2-4pm in the Kat Klub.

Staff Development: Dawn Caplinger

Dawn reminded members that on April 25th from 2-3:30pm Stephanie Fors will be presenting our last coffee conversation this year on Operationalizing Operational Change in LSC 320. The committee will be meeting in the next month to discuss topics for next year’s coffee conversations. Members who have ideas are encouraged to send them to members of the Staff Development Committee.

Professional Development Conference: Rebecca Gay

The PDC held on March 13th had around 300 staff members attend throughout the day. The Committee received positive feedback from those who completed the speaker surveys. Rebecca thanked members who helped volunteer their time to help run the PDC this year.

Staff Affairs: Natalie Payne

The smoking policy memo has been delivered to Dr. Hernandez to review and send to Dr. Hoyt. The golf cart policy is currently still in committee as well as parking. More updates to follow when they become available.

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

Student Staff Appreciation Week: Melissa Fadler

Leadership Initiatives will be spearheading student staff appreciation week moving forward to include the possibility of a daylong leadership conference in the future.

Bylaw Review: Melissa Fadler

Members were provided with the proposed bylaw changes to review at the previous meeting and 8 motions were presented to amend Article III, Article III Sec 2, Article

III Sec 4, Article III Sec 6, Article IV Sec 3, Article V Sec 3, Article V Sec 4, and Article VI Sec 1. All 8 motions were unanimously approved, with no one opposed.

VIII. New Business: Updates, Discussion, or Action

Parking and Transportation Update: Melissa Fadler

An Email was sent out by David Arriola with Matt McDaniel's answers to Staff Council's parking questions at the previous meeting. No questions or discussion regarding these answers were brought up by any member.

Banner Duo Authentication: Natalie Payne

Natalie informed members of Staff Council of an upcoming change to the Information Security process for certain banner apps. Coming soon, staff members will be required to have a duo 2-factor authentication app on their mobile phones to log into designated banner apps. The names of the specific apps and the date for this change will be shared as soon as it becomes available.

Leadercast: Jennifer Alexander

Jennifer reminded members that the annual Leadercast conference will be held on May 4th in the GPAC.

Faculty and Staff Golf Tournament: Melissa Fadler

The annual faculty and staff golf tournament will be held on May 14th. Interested members can either register their own 4 person team, or as an individual and be assigned a team. Melissa stressed that participants can be amateurs and not experienced players.

IX. Upcoming/Future Events

Spotlight on Staff – Following the Meeting

Next Council Meeting – May 9th

July Retreat, July 18 @ Bearkat Camp

All Paws In, April 14th

Spring Social, May 17, 2-4pm @ Kat Klub

Coffee Conversations: Hot Topics April 25th 2-3:30pm LSC 320

X. Adjournment

Kim Johnson motioned to adjourn the meeting, and Megan Hobbs-Barrett seconded. Meeting was adjourned.

Minutes submitted by: David Arriola