

***Staff Council Meeting Minutes
Sam Houston State University
May 8, 2019***

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 1:34pm.

II. Reading/Approval of Minutes – Megan Hobbs-Barrett

On April 24th, the April meeting minutes were emailed to all Staff Council representatives by Jennifer Alexander. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve April's minutes was made by Kimberly Johnson and seconded by Dawn Caplinger. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – Carolyn Tucker

Carolyn Tucker submitted the following balances:

- E-board: \$356.65
- Friends of Staff Council: \$3,719.23
- Professional Development: \$.72 (includes lanyards & PDME purchases)
- Staff Development: \$85.67 (includes May Hot Topics Aramark purchase)
- Nomination and Elections: \$50.00
- Special Events: \$2647.28
- News and Networking: \$12.56 (includes Spotlight on Staff basket purchases)
- Staff Affairs: \$0.00

A motion to approve the May treasurer's report was made by Angela Whitlock and seconded by Justin Ball. All members were in favor and none opposed. Treasurer's Report approved.

IV. Chairs Reports – Megan Hobbs-Barrett

Bearkat Family Photo Day - held on April 27^h. Over one hundred families took part in this event. For those who participated, you will receive an email with the link to the photos within two weeks. Trying to determine when is the best time to schedule this event – Spring or Fall.

Impact Committee- Did not meet in April

Academic Calendar – Did not meet in April

Staff Excellence Award Committee- Nominations were reviewed and the awardees' names were sent to the President's office.

Meeting – Megan Hobbs-Barrett and Natalie Payne will meet with Dr. Hernandez in June to give final report on staff council and passing the baton to Natalie Payne as chair.

V. Committee Reports

News and Networking: Stacie Curtis

May's spotlight on staff winner is Brandi O'Bannon from Human Resources. Committee members will be presenting Brandi the award on Thursday, May 9th at 9:30am. She works in the HR department located on the second floor of the Thomason building. If it is not raining, meet right outside the building. If it is raining, meet on the bottom floor.

Nominations and Elections: Melissa Fadler

Melissa reported that the committee was meeting today after the meeting to review nominations for staff council. After the meeting, nominees will be contacted to confirm they would like to run and the ballot will be created. There was a shortage of nominees from Facilities / Operations; considering a physical form to be given to that area for nominations next year.

Special Events: Rachel Bubela

The Staff Council service opportunity is volunteering at the Folk Festival, May 17th, 9am-3pm. The sign up link will be emailed with the meeting minutes. The Spring Social is scheduled for May 23rd in the LSC bowling alley from 3p-5p. Special Events committee will be meeting again on Monday, May 13th to discuss details of the spring social.

Staff Development: Dawn Caplinger

May Hot Topics in Higher Ed. Conversation is scheduled for May 14th, 9a-10:30a. Max Walling will be presenting, "A Pep Talk for the Tired Leader", registration is open in Talent Management. Thirty of the fifty spots are filled, waitlist will be available. The committee has scheduled Victoria White for the next Hot Topics in Higher Ed in September 2019.

Professional Development Conference:

No updates

Staff Affairs: Justin Ball

Justin reported that the Staff Council survey has been created and the news and networking committee will send out this month.

VI. Ad Hoc Committee Reports

Sustainability Committee: Evan Anderson

Earth Day events had a great turn out for April 22. The website for Sustainability is operational; edits are currently being performed.

Calendar: Megan Hobbs-Barrett

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Kimberly Johnson

No report.

VII. Old Business: Updates, Discussion, or Action

Textbook Award –

The award guidelines, application, application form, and rubric were revised with suggested edits and shared to staff council members for review.

Conversation was tabled for more review and set to bring back at the June general meeting.

VIII. New Business: Updates, Discussion, or Action

Accepting officer nominations for next year. Every year we elect a chair elect, secretary, and treasurer. Officer nominations will be accepted via email until the next Staff Council meeting.

Chair-Elect – responsible for conducting staff council and executive board meetings, helping with meeting agendas, serves on additional committees representing staff council, helps with various projects, works closely with chair elect to prepare them for their term. Assumes the position on the chair and shadows the current chair position for a year.

Justin Ball was nominated by Melissa Fadler and he accepted the nomination.

Secretary – Reserve meeting rooms for Exec. Board Meetings and General Council meetings with LSC (August- July)

Responsibilities - Send out Outlook calendar reminders to Exec Board Meetings and General Council meetings. Create a mailing list designated for Staff Council. This will make emailing everyone easier. Create a work order to give access and take away access of T: drive/ Staff Council folder. Create name cards for each new member (template on the T: Drive)

Kristin Ware was nominated by Jennifer Alexander and she accepted the nomination.

Treasurer – responsible for the financial aspects of staff council functions. It includes making deposits into staff council accounts, purchases according to university policies and regulations. The treasurer handles the P-card, manages a spreadsheet of all committees, Aramark, and purchase orders. Reconciles the accounts, provides a monthly treasurer’s report, and creates FO19’s through Dr. Hernandez’s office when needed.

No nominations were received.

Please email Melissa Fadler or Megan Hobbs-Barrett with any questions or nominations.

Melissa Fadler – the Faculty & Staff golf league that takes place in June & July; it is a two-person scramble. Your team plays 8 rounds (9 holes) of golf over the summer in a round robin set up. It is \$85 and it includes the cart. There is also a three-club tournament and banquet.

Divisional Updates:

Donna Gilbert – The Alumni association launched a new app, KatApp, discounts are available for goods & services on the app.

Chanda Brown – UPD - Graduation starts on Thursday, 5/9 through Saturday 5/11 and we should expect traffic and less available parking. UPD has hired Steven Jeter as Associate Director Emergency Preparedness & Safety.

Stephen Wong – Registrar’s Office – There is a rain plan for graduation.

Kimberly Johnson – 1st Year Experience – The book selected for the common reader is “Educated” by Tara Westover. Copies are available in their office, AB IV, room 202.

Katelyn Earp – Residence Life – Randel, Vick, and Spivey houses will be demolished after graduation.

IX. Upcoming/Future Events

Spotlight on Staff –Thursday, May 9th – Brandi O’Bannon – HR – 2nd floor, Thomason

Hot Topics in Higher Ed – Max Walling presenting on May 14th, 9a-10:30a, Talent Management registration

Spring Social, May 23rd in the LSC Bowling Alley from 3p-5p

Staff Council service event - 32nd General Sam Houston Folk Festival – volunteer on Friday, May 17th 9a-3p – sign up online

Staff Council Retreat, mark your calendars, July 10th – Walker Education Center

Next Council Meeting – June 12, 2019 @ 1:30pm in LSC 241

X. Adjournment

Melissa Fadler made a motion to adjourn the meeting, and Donna Gilbert seconded.
Meeting was adjourned.

Minutes submitted by: Jennifer Alexander