

Staff Council Meeting Minutes
Sam Houston State University
November 8, 2017

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 1:30 pm

II. Reading/Approval of Minutes – David Arriola

On October 20th, the October 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 October's minutes was made by Pam Laughin 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: \$830.00
- Friends of Staff Council: \$2,675.47
- Professional Development: \$6,000.00
- Staff Development: \$162.16
- Nomination and Elections: \$50.00
- Special Events: \$1,446.61
- News and Networking: \$150.00
- Staff Affairs: \$0.00

IV. Guest Speaker – Dr. Lee Miller & Dr. Joyce McCauley

Dr. Joyce McCauley and Dr. Lee Miller, Co-Directors of the Center for Community Engagement, addressed members of Staff Council to present opportunities for staff service events. The center partners with faculty on academic engagement to use what is being taught to a community need. Currently there are over 250 courses that are ACE (Academic Community Engagement) offered during each semester. The center has spent the past year promoting service events and course offering and is now seeking out members of Staff Council to participate in Community events. Staff members are often in more frequent contact with the students than the faculty, and serve as role models to the student body. Dr. Miller presented previous projects that the center has worked on to include: blankets for children, crafting bookshelves for students, installing smoke alarms in community homes, and special needs students attending the SHSU Rec Center. Members were asked if they have any particular interests or skill sets that would help contribute to ongoing projects. Examples of skills would include carpentry, gardening, and home maintenance/repair to name a few. Interested members were asked to submit their information to Megan Barrett,

who will forward them to Dr. McCauley or Dr. Miller. Staff Council was asked to create an ad-hoc committee on Community Engagement.

V. Chairs Reports – Megan Hobbs-Barrett

Megan Hobbs-Barrett read the chairs report in Melissa Fadler's absence. The administrative leave day for winners of spotlight on staff was approved by the President's office. Melissa will also ask Dr. Hernandez if the administrative leave day can also be awarded for our September and October winners as well. Megan thanked members of Staff Council who participated in the Bearkat Family Photo Day; those who attended were grateful for Staff Council's help. An email with how to access your photos from the event will circulate later on this week or early next week. The Academic Calendar Committee met this week to finalize the calendar for the next two years. Melissa will provide more information when it becomes available. The Texas State Council Consortium reached out to Melissa and Megan to participate in regular conference calls to develop a consortium of Texas Universities and their respective Staff Council's. The consortium will discuss issues that affect Universities across the state, and share information on how each member University has or can address them. Staff Council was asked to assist with a bunch/keynote speech during Financial Literacy Week in February. Dawn and Melissa will provide more information when it becomes available.

VI. Committee Reports

News and Networking: Deanna Briones

All of the member headshots taken to include the Staff Council group photo have been uploaded onto the website. Anyone who was unable to take a photo is asked to provide a professional headshot to Meghan Burton to add to the website. The News and Networking Committee is in need of Spotlight on Staff submissions. The committee will remind SHSU staff members of the benefits of winning by use of social media and to submit nominations by email to Deanna. The mass email for the Professional Development Conference was sent out earlier this week, as well as posts to social media. Staff members have until November 15th to submit proposals to the committee for approval. The November Spotlight on Staff winner is Cindy Jacobson. The News and Networking Committee will present Cindy the Award on November 15th at 9am at the Bobby K Marks Administration building. Anyone who is able to attend is encouraged to come. Member who have not completed the "get to know your representative questionnaire" need to email their responses to Meghan Burton as soon as possible.

Nominations and Elections: Pam Laughlin

Pam welcomed our newest members, Mandy Bain from Finance & Operations, and Kristin Ware from Academic Affairs. The committee will meet next week to discuss revisions and changes to the Staff Council bylaws. Pam reminded members about

their attendance and that members in violation of the attendance policy will receive a notice letter soon. If members should have to miss any meetings, they need to email David Arriola or Pam Laughlin.

Special Events: Megan Foley

Spooktacular breakfast held on October 31st and had over 300 in attendance. Megan thanked members who participated in the setup, and noted that the use of the entire ballroom made a significant difference from previous years. The next event is the people and pets food drive on November 29th from 10:00am until 2:00pm. Food will contribute to the SHSU food pantry and the pet food to the Rita B Huff animal shelter. The winning department who provides the most food will receive a muffin breakfast later that week.

Staff Development: Dawn Caplinger

The second hot topics was held on November 6th from 1:30pm – 3:00pm in the LSC Theater by Dr. Ken Hendrickson on SHSU's 60x30 program. There was 42 members in attendance and 30 members who completed the feedback survey. Feedback provided to the committee addressed the use of the LSC Theater, and how it was too large for the presentation. Other members mentioned a lack of presentation materials provided by the speaker. The Staff Development Committee has proposed a Hot Topic template to be emailed out to future speakers to allow for a more uniform presentation.

Professional Development Conference: Rebecca Gay

Calls for proposal went out earlier this week to remind staff to submit topics for the PDC. The committee needs 25 presentations to successfully staff the entire day. The deadline to submit proposals is November 15th to provide the committee time to review the topics.

Staff Affairs: Natalie Payne

The Staff Affairs Committee will meet later on this month to discuss newly submitted topics. The submitted topics included a council on Diversity and the campus smoking policy.

Campus Art Review Committee: Derrick Alexander

No report.

Wellness Program Committee: Donna Gilbert

No report.

Parking and Transportation Committee: David Cummings and Justin Ball

No Report.

Sustainability Committee: Kerry Arnold

The committee met earlier this month to divide into sub committees. Kerry will update members when more information becomes available.

VII. Old Business: Updates, Discussion, or Action

Annual Fund: Megan Hobbs-Barrett

Megan spoke about the SHSU annual fund and how each member's contribution supports the institution and the programs they donate to. As of Monday, 35 members or 68% contributed to the annual fund.

Dr. Hendrickson update on Verbal Akido: Rhonda Reddoch

Members have met each month to discuss Dr. Hendrickson's Verbal Akido.

Student Staff Appreciation Week: Pam Laughlin

April 8th through April 13th is the set date for the national Student Staff Appreciation Week. The proposed agenda for the first year is to create awareness on campus about the event. Dr. Hernandez was sent a list of items that staff and faculty can do to thank their student workers for their help during the week.

VIII. New Business: Updates, Discussion, or Action

Staff Council Newsletter: Megan Hobbs-Barrett

Melissa and Megan decided to create a newsletter to send out to SHSU staff to update them on current activities, upcoming events, and any other information that concerns staff members. This newsletter will provide uniform information across all University departments that may not have been receiving regular updates.

Financial Literacy Week: Megan Hobbs-Barrett

Melissa and Megan are currently working on the logistics of partnering with Student Affairs this event, and what resources Staff Council could provide.

IX. Upcoming/Future Events

Spotlight on Staff – November 15 at 9:00am, Admin Building

November 29 – People and Pets Food Drive

Date Change – Staff Council Xmas Party – December 11

Next Council Meeting – December 13

X. Adjournment

Dawn Caplinger motioned to adjourn the meeting and Natalie Payne seconded.
Meeting was adjourned.

Minutes submitted by: David Arriola