

Staff Council General Meeting Minutes
Sam Houston State University
October 10, 2019

I. Call To Order

Natalie Payne called the meeting to order at 1:29pm.

II. Reading/Approval of Minutes – Natalie Payne

The September 11th meeting minutes were emailed to members on September 20th. 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: \$3,969.23
- E-board: \$830.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$1,936.90
- 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 Jerrell Sherman. 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. She will touch base on a few items under New Business.

V. Committee Reports

News and Networking: Joseph Agins

Joe stated that there was not much to report at this time. He and his team continues to work closely with the Special Events Committee to publish emails and social media posts about upcoming events. The next Spotlight on Staff honoree is Kendra Bookman at the Student Health Center. Special arrangements have been made to present her gift at 8:15am in the Health Center Lobby.

Nominations and Elections: Megan Hobbs-Barrett

Megan reported that we had another resignation. She and Natalie deferred discussion to New Business.

Special Events: Candace Prater & Benjamin Cantu

Candi reminded everyone of our upcoming Spooktacular event. Information has been shared via email and social media. She stated that a volunteer sheet is forthcoming and will be sent out soon so that people can sign up to help. She reminded everyone to spread the word amongst their divisions to donate new and gently used toys and books for the SAAFE House Drive which we also use as centerpieces for Spooktacular.

Staff Development: Haley Rothrock

Nikki Stifflemire reported on behalf of Haley Rothrock. Nikki reminded the group that Natalie Payne will present on Office 365 for the next Hot Topics in Higher Education on November 7th at 9:30am in LSC 230B. You can sign up for training through Talent Management. In addition, Nikki reported that they are finalizing the graphics for PDC.

Staff Affairs: Dana Van De Walker

Dana Van De Walker reported that the Staff Affairs Committee is working hard on our non-smoking initiative. They have reviewed feedback from their survey distributed to the Building Liaisons on campus. The majority of people surveyed agreed that smoking on campus was a problem and were supportive of our initiative. One survey response even indicated they would be willing to financially support our cause. In addition, they are reviewing options and bids for additional signage on campus. The Staff Affairs Committee is also continuing to review smoking “hot spots” on campus and encourage staff members to note any such areas in their vicinity.

VI. Old Business: Updates, Discussion, or Action

No old business was presented.

VII. New Business: Updates, Discussion, or Action

Natalie Payne announced that they could continue to serve on Staff Council even if they were moved to a different department or office on campus as part of the university reorganization. However, she encouraged those in transition to clear their services with their supervisor. Natalie requested more information about the reorganization from Dr. Hernandez and HR.

Divisional Reports:

Megan Richardson reported that the launch week events for Elevate went really well and invited everyone to continue to monitor their website and social media for updates for new events.

VIII. Upcoming Events

Spooktacular Breakfast – October 31st

Hot Topics: Office 365 – November 7th

People & Pets Food Drive – November 14th

Spring Social – April 17th

IX. Adjournment

A motion to adjourn was made by Benjamin Cantu and seconded by Kyle Barnard.

Meeting was adjourned.

Minutes submitted by: Kristin Ware on 11/5/2019