

***Staff Council Meeting Minutes***  
***Sam Houston State University***  
***April 10, 2019***

**I. Call To Order**

Megan Hobbs-Barrett called the meeting to order at 2:03pm.

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

On March 4th the February 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 February's minutes was made by Melissa Fadler and seconded by Alli Miller. 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: \$3669.23
- Professional Development: \$318.76
- Staff Development: \$259.57
- Nomination and Elections: \$50.00
- Special Events: \$2647.28
- News and Networking: \$150.00
- Staff Affairs: \$0.00

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

**IV. Chairs Reports – Megan Hobbs-Barrett**

Megan met with Dr. Hernandez on March 9<sup>th</sup> and shared with him our proposed book fund award for staff which he liked and supported. She presented our FY20 budget that included increases to support programming where increases were expected (Aramark & LSC fees). Megan and Natalie Payne will meet again in June 2019 with Dr. Hernandez.

This is also student worker appreciation week – please be sure to take time to thank them. We have over 1200 student workers on campus per Meredith Conrey, Director of Leadership initiatives.

**Bearkat Family Photo Day**, rescheduled for April 27<sup>th</sup>. Please look for email updates on this event.

**Impact Committee-** Did not meet in March

**Staff Excellence Award Committee-** Nominations are scheduled to be reviewed mid next week to decide on the recipients.

## V. **Committee Reports**

News and Networking: Stacie Curtis

April's spotlight on staff winner is Sabrina Rowley from College of Criminal Justice. Committee members will be presenting Sabrina the award following the meeting today.

Nominations and Elections: Melissa Fadler

The committee met on Monday, 4/8, to review members rolling off after their second term and members who do not wish to serve a second term. They are also working on numbers of full time staff to determine how many open spots we will have to fill. A call for nominations mass email will be sent out to all staff the week of 4/15. Nominations will be open through 4/30.

Special Events: Rachel Bubela

The committee met on Thursday, April 4<sup>th</sup>. The staff council service event will be helping with the Folk Festival on Friday, May 17<sup>th</sup>. Sign up is online. The link will be sent out with the meeting minutes to Staff Council for volunteers. The spring social is tentatively going to be held at the Kat Klub; I am waiting to hear back from the LSC in regards to cost of renting out the Kat Klub and all 8 bowling lanes. The event will be held on May 23<sup>rd</sup> from 3-5p.m. I am asking if the pub can open at 3pm instead of 4pm however, we will not provide any alcohol but attendees can personally purchase it. We will hopefully serve Chick Fil A sandwiches and nugget trays and order drinks and dessert from Aramark. I will look into a paperless post to get RSVP's so that we can have an estimate of how much food we need to order.

Special Events committee will be meeting again on Monday, May 13<sup>th</sup> to discuss details of the spring social.

Staff Development: Dawn Caplinger

May Hot Topics in Higher Ed. Conversation is scheduled for May 14<sup>th</sup>, 9a-10:30a. Max Walling will be the presenter; registration will be in Talent Management. The committee is working on their fall schedule.

Professional Development Conference: Alli Miller

The conference went great. The new Orange Ballroom worked wonderfully. The surveys are back and no major complaints were reported.

Staff Affairs: Justin Ball

Justin reported that his committee is working on a campaign of awareness and enforcement of the campus tobacco/smoking policy. He also asked for any ideas on how to promote awareness.

## **VI. Ad Hoc Committee Reports**

Sustainability Committee: Evan Anderson

Earth Day events are scheduled for April 22. A full schedule of events are available online the campus events calendar. There will be many different activities in the Plaza area from 11am-2pm. The rain out location is LSC 230. A reminder will be sent via email to student, staff, and faculty.

Calendar: Megan Hobbs-Barrett

Academic calendar committee met and extended Fall 2019 calendar due to the late Thanksgiving holiday.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Kimberly Johnson

No report.

## **VII. Old Business: Updates, Discussion, or Action**

Textbook Award – There was much discussion amongst council members about the currently presented documents (application & requirements). Several specific items were noted: Setting a purpose for the award, should the criteria (GPA) be changed, and a creation of a rubric and application form, Conversation was tabled for more review and set to bring back at the May general meeting.

## **VIII. New Business: Updates, Discussion, or Action**

Guest speaker Chris Standerfer, Associate Director of Parking & Transportation presented to staff council of parking rate changes and increases; he also shared upcoming construction projects that will effect parking.

Divisional Updates:

Melissa Fadler – the healthy campus initiative survey will be sent out to week of 4/15 to faculty and staff – please complete.

The 25<sup>th</sup> annual Rec Sports Faculty & Staff golf tournament is scheduled for Monday, May 13<sup>th</sup>. It is a four-person scramble – last day to register Wednesday, May 8<sup>th</sup>.

**IX. Upcoming/Future Events**

Spotlight on Staff – following the meeting – Sabrina Rowley – Criminal Justice

Bearkat Family Photo Day – April 27<sup>th</sup>

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

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

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

Next Council Meeting – May 8, 2019 @ 1:30pm in LSC 320

**X. Adjournment**

Melissa Fadler made a motion to adjourn the meeting, and Alli Miller seconded.

Meeting was adjourned.

Minutes submitted by: Jennifer Alexander