

***Staff Council Meeting Minutes***  
***Sam Houston State University***  
***August 8, 2018***

**I. Call To Order**

Megan Hobbs-Barrett called the meeting to order at 1:40 p.m.

**II. Reading/Approval of Minutes – David Arriola**

The general body did not meet in July therefore no minutes were recorded or submitted.

**III. Treasurers Report – Carolyn Tucker**

Carolyn Tucker submitted the following balances:

- E-board: \$0.00
- Friends of Staff Council: \$2,352.23
- Professional Development: \$269.64
- Staff Development: \$48.22
- Nomination and Elections: \$50.00
- Special Events: \$334.69
- News and Networking: \$10.52
- Staff Affairs: \$0.00

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

Megan began the meeting by requesting any members that required an individual headshot to get it taken by Brian Blalock. Members then exited to the stairs adjacent to AB4 to take the Staff Council group photo.

**V. Committee Reports**

News and Networking: David Arriola

David gave the committee report in Craig Jefferies absence. June's spotlight on staff winner is Xiaohong Li from the Office of Institutional Effectiveness. Committee members will be presenting Xiaohong the award immediately following the meeting.

Nominations and Elections: Melissa Fadler

The committee met during the July Staff Council retreat to brainstorm ideas to reach new prospective Staff Council members for the 2019-2020 election cycle.

Special Events: Megan Foley

Special Events is currently working on finalizing a date for the fall meet your representative event to include a graphic for News and Networking. Planning has also

begun for the Halloween Spooktacular breakfast in October. More information to come when it becomes available.

Staff Development: Dawn Caplinger

The first Staff Council conversation meeting for the fall semester will be held on October 2<sup>nd</sup> in LSC 320 from 1:30pm – 3:00pm. The topic will be Cyber Security to coincide with Cyber Security Awareness month. The title is still a work in progress. The Staff Development Committee will meet on August 22<sup>nd</sup> to pick up coming topics for the fall. The committee will also be considering changing the name of the Staff Council Conversations: Hot Topics in Higher Education based on feedback given during the annual retreat. More information to follow as it becomes available.

Professional Development Conference: Alli Miller

No update.

Staff Affairs: Justin Ball

The Staff Affairs Committee will meet on August 17<sup>th</sup> to discuss new topics and to continue their research on staff Friday early release in the summer.

**VI. Ad Hoc Committee Reports**

Safety Committee: Melissa Fadler

No report.

Sustainability Committee: Evan Anderson

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**

Sustainability Committee: Megan Hobbs-Barrett

Evan Anderson self nominated to fill the vacancy on the universities sustainability committee. Megan called for a motion to approve. All were in favor and none were opposed. The motion passed.

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

Introductions of Officer and Committee Chairs: Megan Hobbs-Barrett

Megan allowed each of the Staff Council officers and committee chairs to say their name and the position they will hold for the upcoming year.

HR Policy B-1 Time off For Staff Council Participation: Megan Hobbs-Barrett

Megan informed everyone again of the new policy adopted by Human Resources that allows for 3 hours of administrative leave each month to participate in Staff Council meetings, events, activities, professional development, etc. The intent of this policy is to encourage more active participation from SHSU Staff in events and activities.

Staff Council Apparel Purchase: Megan Hobbs-Barrett

Those members who would like to purchase Staff Council branded polos and jackets will be able to in the coming weeks. Melissa Fadler is currently working on reactivating the portal with the SHSU Bookstore and that link will be sent out with the August minutes.

Divisional Updates: Megan Hobbs-Barrett

In an effort to better communicate with each university division Megan has asked members if their divisions would be willing to include in their newsletters, or at events Staff Council information. In the monthly meetings we will also be asking for divisional updates, to help promote events across campus/ divisions.

Campus Safety Drill: Amanda Coleman

SHSU emergency personnel will be on campus August 9<sup>th</sup> beginning at 9am to conduct a simulated emergency to improve campus readiness. Staff members should not be alarmed if they see an increased police presence but are still encouraged to report suspicious activity even during the exercise.

## **IX. Upcoming/Future Events**

Next Council Meeting – September 12<sup>th</sup> AB4

Spotlight on Staff – Immediately Following the Meeting

Spooktacular Breakfast October 31st

President's Luncheon September 12<sup>th</sup>

Staff Council Christmas Party December 5<sup>th</sup>

**X. Adjournment**

Dawn Caplinger motioned to adjourn the meeting, and Megan Foley seconded.  
Meeting was adjourned.

Minutes submitted by: David Arriola