

***Staff Council Meeting Minutes
Sam Houston State University
September 13, 2017***

I. Call To Order

Melissa Fadler called the meeting to order at 1:30 pm

II. Reading/Approval of Minutes

On August 15th, the August 9th 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 June minutes was made by Natalie Payne and seconded by Pam Laughlin. 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: \$2,170.47
- Professional Development: \$6,000.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$5,193.11
- News and Networking: \$150.00
- Staff Affairs: \$0.00

IV. Chairs Reports – Melissa Fadler

Melissa welcomed newly elected members Mikal Terry, Stephen Wong, and Ginger Johnson to Staff Council. The letters for new Presidential Committee members were sent out to those who were appointed. The Chair of Staff Council will be meeting with the Vice President of Student Affairs, Mr. Frank Parker, to return to discussion regarding Bearkat family photo day. Last meeting, the memo requesting a Student Worker Appreciation Week was approved by Staff Council and has been sent to the President for her review. The Chair of Staff Council will no longer deliver reports directly to the President of the University, but will now report to the Vice President of Finance and Operations, Dr. Carlos Hernandez. Melissa will be meeting with Dr. Hernandez on Monday to update him on current projects and issues from Staff Council.

V. Committee Reports

News and Networking: Meghan Burton

The News and Networking Committee is still working with Brian Blalock on the Staff Council photos that were taken during August's meeting. Due to an equipment malfunction, at least half of the photos were ruined. Brian is scheduled to redo any corrupt pictures and take photos for those members not in attendance last month on October 11th. Committee members are also working on a "Get to Know Your Staff Council Member" profile starting with the E-Board. Each week, a different member from Staff Council will be featured on the Staff Council website and social media to highlight who they represent and list a few fun facts. There will be no Spotlight on Staff this week. Meghan Burton will send out reminders to members next week to members who can attend.

Nominations and Elections: Pam Laughlin

Pam welcomed three newly elected members to Staff Council. Currently the committee is working on updating and revising the bylaws during the course of the fall semester.

Special Events: Megan Foley

The meet and greet event for SHSU staff members to come get to know their Staff Council representative will be held on September 28th in the LSC Ballroom. Each division will be divided up with their own table to make navigating the room easier. The next upcoming event is the Spooktacular Breakfast in October. Megan requests members to bring small to medium sized boxes to use for leveling tables and to use to hold food donations. Special Events also requests that any extra Halloween decorations be given to the committee to help them accommodate the larger space this year.

Staff Development: Dawn Caplinger

The two upcoming fall Coffee Conversations speakers have been confirmed with dates and times. Dr. Drew Miller will be speaking on October 2nd in the LSC room 320 from 1:30 pm – 3:00 pm on the topic of gossip in the workplace. Dr. Ken Hendrickson will be speaking November 6th in the LSC Theatre from 1:30 pm – 3:00 pm to discuss the THECB's 60x30 program. Staff Development is working on getting email notifications sent out to staff members by next week

Professional Development Conference: Rebecca Gay

Derrick Alexander has volunteered to create the graphics for this year's professional development conference. Rebecca is currently working with a potential keynote speaker and will update members at next month's meeting.

Staff Affairs: Natalie Payne

Natalie circulated a sign-up sheet for members to select times they are available to travel to new employee's offices to welcome them to SHSU and explain what Staff Council is. There were no new responses on the exit survey.

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: Scott Dolezal and Kelly Arnold

No report.

VI. Old Business: Updates, Discussion, or Action

Staff Council Apparel: Melissa Fadler

Shirts and jackets that have been purchased by members are shipping today. For those who missed the deadline orders will be retaken at the start of spring semester.

Energy Conservation Days: Natalie Payne

The Staff Council survey results showed that many staff members across campus were concerned with the energy conservation days and staff holidays. Jennifer Alexander, on behalf of Staff Affairs, conducted research into energy conversation days and paid holidays in the Texas State University System. Each institution received 14 paid holidays but they are required to take 2 energy conservation days as opposed to the 1 for SHSU. The full spreadsheet of staff holidays will be made available on the Staff Council website for Staff to view. Discussion was made to have our conservation days more clearly labeled on the Human Resources website as an unpaid holiday and addressed how brand new staff members will use hours for the conservation day. Pam Laughlin also added the complication that arise for staff members who have to work during Spring Break with no one to look after their children who will be out of school during that week.

VII. New Business: Updates, Discussion, or Action

Bearkat Family Photo Day: Melissa Fadler

The President has designated October 28th as our Bearkat Family Photo Day. More information will follow when Melissa meets with Mr. Frank Parker this Friday. Staff Council's role will be to provide logistical support for the event.

Banner 9 Update: Natalie Payne

Natalie Payne gave a brief presentation over the changes to the MySam Portal. Starting soon MySam will be completely overhauled in design. The new system is

more responsive and will be accessible from mobile devices as well as desktop computers. To access the new MySam Portal before the official launch day, you can visit <https://portal.shsu.edu>. There will be user testing every week in October in CJC A111 and AB1.

New Benefits: Melissa Fadler and Deanna Briones

Through our new health insurance provider, Blue Cross/Blue Shield, there are many new wellbeing opportunities. The wellness Portal will allow you to purchase a gym membership for \$25 to use at any gym in the Huntsville area. Syncing workout devices such as Fitbit and Apple watches will earn you points to use for items available through the portal. Staff Council will reach out to Human Resources to give a formal presentation later this year.

VIII. Upcoming/Future Events

Meet and Greet will be held September 28th at 3:30 pm in the LSC Ballroom. Next meeting will be held on October 11th at 1:30 pm in LSC 315

IX. Adjournment

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

Minutes submitted by: David Arriola