

Staff Council General Meeting Minutes
Sam Houston State University
August 12, 2020

I. Call To Order

Justin Ball called the meeting to order at 1:32pm.

II. Reading/Approval of Minutes – Natalie Payne

The July meeting minutes were emailed to members on August 5. No corrections to the minutes were received. A motion to approve the minutes was made by Maggie Odom 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: \$174.35
- Friends of Staff Council: \$4,266.73
- E-board: \$330.01
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$2,057.70
- News and Networking: \$150.00
- Staff Affairs: \$0.00

A motion to approve the Treasurer's Report was made by Jerrell Sherman and seconded by Haley Rothrock. All members were in favor and none opposed. Treasurer's Report was approved.

Rachel reported that we spent some money on awards and purchases such as notepads are pending approval. We will need to finalize all remaining purchases by September 1st. We are currently working on an order for t-shirts and masks. Tiffany Driver created a survey for members to specify shirt sizes. Justin asked everyone to submit their survey by Monday.

IV. Chairs Report – Justin Ball

Justin noted that there has not been a lot to report. We were able to get approval to order shirts and masks. He is in the process of scheduling meetings with Dr. White as well as Dr. Hernandez to discuss goals for the upcoming year and also the representatives from Faculty Senate in order to plan some collaborative projects. He will provide updates directly following these meetings. Justin asked the committee chairs whether they had arranged for their first meetings and encouraged those who had not to do so within the next few weeks.

V. Committee Reports

News and Networking: Jerrell Sherman

Jerrell reported that he would be arranging the first meeting of his committee shortly and requested Justin join if possible. He is looking forward to discussing new ideas with the committee about how to publicize Staff Council. He will send out a reminder to staff to submit nominations for Spotlight on Staff. He is also looking into revamping our mass emails. Justin encouraged anyone with updates and announcements to contact to Jerrell.

Nominations and Elections: Natalie Payne

Natalie noted that she would be reaching out to her committee directly. She reported that we have a few spots to fill after September 1st. Natalie reminded everyone about the attendance policy: we allow up to 3 absences. She reminded the group to email Kristin Ware if you are not going to be able to attend a meeting. If you reach 3 absences, Natalie's committee will reach out to you and discuss whether or not you want to continue to serve on Staff Council.

Special Events: Maggie Odom & Shelly Nettuno

Maggie reported that her committee will meet soon. She is currently looking into arrangements for Spooktacular.

Staff Development: Haley Rothrock & Nikki Stifflemire

Haley reported that she will be reaching out to her committee. Currently, at least for the fall, our Hot Topics programs will be virtual. PDC is scheduled for March 16th as a F2F program, but her committee will look into remote options as well.

Staff Affairs: Tiffany Driver

Tiffany is working on some options for the t-shirt order which she will finalize with Justin. Her committee is investigating sick leave pool options. She asked everyone to contact her with questions or suggestions.

VI. Old Business: Updates, Discussion, or Action

Justin asked Megan Richardson to discuss a new initiative sponsored by Elevate, Healthy Campus Initiative with both individual and team options in October. Prizes will be available. She will distribute more information at the next meeting.

Stacie Szaal with the Center for Assessment, Research and Educational Safety at SHSU discussed a new nationwide study for COVID-19 which will impact higher education. Many schools across the country are now participating. She invited anyone who is interested to contact her.

VII. New Business: Updates, Discussion, or Action

Natalie Payne announced the introduction of Microsoft TEAMS to Staff Council. Each committee will have their own channel with an e-board member representative. You will be able to host conversations and share files more easily. Natalie invited everyone to contact her with any questions or tutorials.

Justin informed everyone that we are currently working on new pictures. Kristin reached out to our staff photographer. We will need to select day(s) and time(s) for individual photos. If anyone has any suggestions about this or the group photo please reach out to the Executive Board.

Justin reported that we are able to make reservations for in-person meetings at the LSC. Kristin received permission to proceed. He asked the group and everyone appeared to prefer to continue to meet in Zoom at least for the fall. If anyone has any other thoughts, please contact Justin.

Divisional Reports:

None.

VIII. Upcoming Events

None.

IX. Adjournment

Meeting was adjourned.

Minutes submitted by: Kristin Ware on 09/1/2020