

***Staff Council Meeting Minutes
Sam Houston State University
January 9, 2019***

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 1:33pm

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

On November 26th, Jennifer Alexander emailed the November 14th meeting minutes to all Staff Council representatives. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve November's minutes were made by Rebecca Lewis and seconded by Alli Miller. Minutes approved.

III. Treasurers Report – Carolyn Tucker

Carolyn Tucker submitted the following balances:

- E-board: \$428.65
- News and Networking: \$150.00
- Nomination and Elections: \$50.00
- Special Events: \$2,647.28
- Staff Affairs: \$0.00
- Staff Development: \$259.57
- Friends of Staff Council: \$2,717.23
- Professional Development: \$6,000.00

A motion to approve December's treasurer's report were made by Kimberly Johnson and seconded by Alli Miller. All members were in favor and none opposed. Treasurer's Report approved.

IV. Chairs Reports – Megan Hobbs-Barrett

- No Committee meetings in December, nothing to report
 - Holiday reception – thank you for attending
 - Spotlight on staff went well with Haley in the History Department
 - We helped 5 families (12 individuals) from the SAAFE house for Christmas

V. Committee Reports

News and Networking: Craig Jeffries

January's spotlight on staff winner is Keli Wright from Risk Management. We will presenting the award immediately following the meeting in the Thomason Building, Suite 304.

Nominations and Elections: Gene Roberts

- Meeting is scheduled week of 1/14/19 to establish the meeting to schedule the schedule

Special Events: Rachel Bubela

- Planning Spring Social
- Possibility of scheduling a service event in the spring

Staff Development: Dawn Caplinger

- Committee meeting scheduled week of 1/21.

Professional Development Conference: Alli Miller

- Signup sheets are being passed around for moderators and volunteers for the conference scheduled on March 12th.
- Signup sheets also attached to meeting minutes email for volunteering and moderating the sessions
- Sign up for individual sessions will open on January 23rd on Talent Management
- Sign up as a moderator for a session you plan to attend. It is simple – you introduce the speaker, make sure it runs on time, and coordinate the sign in sheets for attendees

Staff Affairs: Justin Ball

- Has not met, still researching schedule reduction in summer and on graduation days. Also researching campus daycare possibilities.

VI. Ad Hoc Committee Reports

Sustainability Committee: Evan Anderson

- Committee met and created mission statement. Committee is in the process of compiling what sustainability projects currently are on campus.
- Currently looking for new projects and initiatives; if you division is doing something with sustainability please send the information to Evan Anderson.

Calendar: Melissa Fadler

No report.

Staff Excellence Committee: Megan Hobbs-Barrett

No report.

Parking and Transportation Committee: David Cummings/Justin Ball

No report.

Wellness Program Committee: Donna Gilbert
No report.

Campus Art Review Committee: Kimberly Johnson
The committee has not met in three years

VII. Old Business: Updates, Discussion, or Action

Purchase of new tablecloths: Megan Hobbs-Barrett

- New tablecloths were purchased with storage cases with the new Staff council logo. The storage cases are convenient for toting. If you need a table cloth for an event, please contact Megan Hobbs-Barrett and she will be happy to get them from storage for you to use. We want to use them.

VIII. New Business: Updates, Discussion, or Action

Divisional Updates:

- Tabitha Tipton- Assistant Director of LSC Operations –Grand opening of the LSC expansion is Tuesday, 1/15 from 9:30am-11am At 11am it the expansion is officially open including **Oathe Pizza**, Steak & Shake, and Three Horse Tavern located in the Kat Club. Free samples from both eating venues will available from 6pm – 7pm. Mike Super, a magician / comedian will have a free performance at 7pm in the Orange ballroom – friends/family welcome. The bowling alley will be open – they have put up black lights for some fun effects. The art gallery will be relocated (possibly with an art wall) with the beginning of the phase two expansion on the LSC and the location is TBD. The current gallery will close March or April 2019. Various offices will close during the second phase of the expansion. The bookstore will shut down and relocate to the white ballroom (old ballroom); the second floor will completely shut down. The old Kat Club will be renovated into 4 meeting rooms; the theater will be online the entire time. The bowling alley will be open to public; rates will be discounted with Sam ID. The local bowling alley is in the process of closing.
- Survey about the change of the general meeting time –Survey to be sent out January 9th after the meeting. Select time options and submit. Survey will be open until Friday, 1/11 until noon.
- Kimberly Johnson – Student Success Initiatives – the Common Reader, Dan Rather, “What Unites Us”. If any department wants to participate in contests, please let her know. They would like to offer scholarships. Copies of the book are still available.

- Kyle Barnard – Athletics – The Men and Women’s basketball season is underway. On 2/6 @ 5pm, a BBQ cook-off in the common area in front of the Coliseum. All departments are encouraged to participate. Prizes have been announced – 1st place \$400, 2nd place \$200, per each category. Brisket, ribs, and chili are the categories. Anyone that signs up and participates will receive a \$20 gift card from HEB.

IX. Upcoming/Future Events

Spotlight on staff is Keli Wright from Risk Management in the Thomason building; we will be going over after the meeting.

Next Council Meeting – **February 13th @ 1:30pm in LSC**

Professional Development Conference – **March 12th @ the Orange Ballroom**

X. Adjournment

Joe Agins motioned to adjourn the meeting, and Dawn Caplinger seconded. Meeting was adjourned.

Minutes submitted by: Jennifer Alexander