

Staff Council Meeting Minutes
Sam Houston State University
October 10, 2018

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 2:11 p.m.

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

On September 19th, the September 12th meeting minutes were emailed to all Staff Council representatives by Megan Hobbs-Barrett. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve September's minutes were made by Melissa Falder and seconded by Megan Foley. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – Carolyn Tucker

Carolyn Tucker submitted the following balances:

- E-board: \$830.00
- Friends of Staff Council: \$2,547.23
- Professional Development: \$6,000.00
- Staff Development: \$259.57
- Nomination and Elections: \$50.00
- Special Events: \$5,163.38
- News and Networking: \$150.00
- Staff Affairs: \$0.00

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

IV. Chairs Reports – Megan Hobbs-Barrett

The Texas Consortium is working on creating a committee within represented schools, to work on the creation of an association of Texas Staff Councils & Senates. The Safety Committee met, Megan reported that the committee will start doing semester walk-throughs of campus. The first scheduled walk of the semester will be in conjunction with the committee's next meeting in December. If you have safety question or concern, that you would like presented to the committee please forward to Megan.

V. Committee Reports

News and Networking: Craig Jeffries

October's spotlight on staff winner is Jeff Buro from IT Client Services. Committee members will be presenting Jeff the award immediately following the meeting in AB1.

Nominations and Elections: Melissa Fadler

Melissa welcomed Minta Dahmann the newly appointed Enrollment Management representative, she is replacing David Arriola. Jennifer Knapp, resigned from Staff Council as an Academic Affairs representative. Melissa will be reaching out to Dr. Eglsaer for nominations of a representative for Academic Affairs.

Special Events: Megan Foley

A volunteer sign-up sheet was passed around for the Spooktacular breakfast. Megan mentioned an Amazon wish list had been created based on needs of the SAAFE House, information will be emailed for purchase of items. You can still donate new or gently used toys and books to F & O Office (Admin 308) between now and October 26, for the centerpieces.

This year the costume contest will be judged at 10am, you must be present to win, this is a change from previous years. Megan encouraged representatives to share promotional material about event, so that the word gets out about the change. Meet the Representative event on Wednesday, September 27 had about 80 people in attendance, thanks to all who attended and all who donated swag.

Staff Development: Dawn Caplinger

Dawn reported that the first Hot Topics in Higher Ed. Conversation on Cyber Security was a success, with 35 people in attendance and excellent ratings of the speaker, Steven Frey.

Professional Development Conference: Alli Miller

The committee has come up with a theme for this year's conference, *Rooted in Growing Leaders*. The committee is still seeking suggestions for keynote speakers for the conference, please email Alli Miller with any suggestions.

Staff Affairs: Justin Ball

Justin reported that his committee is still compiling data on early release Fridays during the summer and winter break. New topics of concern have been presented, the possibility of a daycare on campus and the ability to donate sick time, without there being an extreme circumstance.

VI. Ad Hoc Committee Reports

Sustainability Committee: Evan Anderson

No report.

Calendar: Melissa Fadler

No report.

Staff Excellence Committee: Megan Hobbs-Barrett

No report.

Parking and Transportation Committee: David Cummings and Justin Ball

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Kimberly Johnson

No report.

VII. Old Business: Updates, Discussion, or Action

Bearkat Family Photo Day: Megan Hobbs-Barrett

Bearkat Family Photo day has been postponed to the Spring semester, due to scheduling conflicts. Please let staff in your areas know of this change, in case they were wanting to take family holiday photos.

Information Dissemination: Megan Hobbs-Barrett

Megan asked representatives present if they had any questions, comments or concerns about emailing out minutes to staff in their assigned areas. Natalie requested additional representatives in Academic Affairs were needed to fill some gaps. She will email out the assigned departments master list.

RSVP President's Luncheon: Megan Hobbs-Barrett

Megan discussed with representatives the importance of accurately replying to RSVPs. This also included changing your RSVP in the invitation or letting the Chair know that you would be unable to attend. She warned about being mindful of others time, generosity and funding, that goes into such an event.

VIII. New Business: Updates, Discussion, or Action

Secretary Elections: Melissa Fadler

There were two nominees for Secretary: Kristin Ware and Jennifer Alexander. Melissa asked each nominated candidate to give a brief synopsis of their qualifications and intent. A ballot was given to all representatives present, as there was quorum in attendance to conduct the election. Melissa Fadler collected and

counted ballots outside of the room. Jennifer Alexander was elected by majority vote to serve as Secretary for the remainder of the 2018-2019 academic year.

WeLead: Megan Hobbs-Barrett

Megan mentioned the recently created Women's Leadership (WeLead) organization to the Council, to encourage other female staff members to consider becoming a member. The inaugural meeting was a great success, there are more upcoming events scheduled. If you would like to become a member of WeLead, please contact Kyley Houck or Tessy Rappe, to get a membership form, so that you are included in correspondence about upcoming events and leadership opportunities.

Divisional Updates:

Evan Anderson reported that Texas Arbor Day is November 1 at 2pm at Bowers Stadium, you can register for this event with Leadership Initiatives. Craig Jeffries will work to get information to promote on our SC Facebook page.

Dana Van de Walker spoke to the council about the opportunity to host a Korean college student for 4 weeks during the Spring semester. For eligible host families, there is a stipend available. If you are interested, please contact Dana or Justin, in the International programs office.

Kristin Ware noted that Forensic Science will be hosting an Open House on Saturday, November 10 at 9am for prospective students. If you know a student who might be interested in Forensic Science, please encourage them to register on the department's website.

IX. Upcoming/Future Events

Next Council Meeting – November 14th @ 2pm in Olsen Auditorium in AB4
Halloween Spooktacular Breakfast October 31st
Staff Council Christmas Party December 5th

X. Adjournment

Megan Foley motioned to adjourn the meeting, and Jennifer Adams seconded. Meeting was adjourned.

Minutes submitted by: Megan Hobbs-Barrett