

***Staff Council General Meeting Minutes***  
***Sam Houston State University***  
***November 11, 2020***

**I. Call To Order**

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

**II. Reading/Approval of Minutes – Kristin Ware**

The October meeting minutes were emailed to members on November 3rd. No corrections to the minutes were received. A motion to approve the minutes was made by Jerrell Sherman and seconded by Megan St. Vigne. All members were in favor and none opposed. Minutes were approved.

**III. Treasurers Report – Rachel Bubela**

Rachel Bubela submitted the following balances:

- PDC: \$6,000.00
- Friends of Staff Council: \$4,416.73
- E-board: \$830.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$2,952.65
- News and Networking: \$5.48
- Staff Affairs: \$0.00

**IV. Special Guest Speaker – Lucrecia Chandler**

Lucrecia discussed the email transfer to the Cloud. Benefits will include more storage space (storage will go from 3GB to 100 GB with an unlimited archive), increased sending limits (from 250 to 500 recipients per email), larger attachment sizes (from 25MB to 150MB) and enhance security features. The transfer will require some interface from the user, for example updating email accounts on mobile devices, refreshing apps and resetting Zoom and Jabber. If there are times/dates to avoid the transfer for yourself or your department, please contact Lucrecia.

**V. Chairs Report – Justin Ball**

Justin thanked everyone for their hard work bringing our Spooktacular event to life. Although attendance was low due to COVID-19, everything went off without a hitch; the decorations were amazing and the food was great. We had some great entries for both the costume and pumpkin contests. Justin reported that he relayed our feedback regarding communication efforts to the administration and he has a meeting next month with Dr. Hernandez. He mentioned the President's Council which meets a few times a

year to discuss campus news and events. Their next meeting is the 18<sup>th</sup> so forward anything of note to Justin to share.

## **VI. Committee Reports**

### News and Networking: Jerrell Sherman

Jerrell reported that the November winner for Spotlight on Staff is Kathleen Gilbert (9:30am, November 12<sup>th</sup> in Lee Drain 201).

### Nominations and Elections: Natalie Payne

Natalie was not in attendance. Justin reported there was nothing new of note.

### Special Events: Maggie Odom & Shelly Nettuno

Maggie thanked everyone for their work on Spooktacular which turned out great, despite low attendance due to COVID-19. Our next event is the People/Pets/Toys/Food Drive which is currently pending approval from the Executive Council. In anticipation of the event, a space on The Mall has been reserved. The Committee has reached out to representatives at Rita B. Huff and SAAFE House. Shelly is coordinating volunteers. Logistics for tables, chairs and any A/V needs are currently being finalized. They have organized several dollies and carts but if you have any of these or boxes, please contact Maggie and Shelly. Shelly reported that the marketing for this event is ready to go. She will forward everything to Jerrell upon receipt of event approval.

### Staff Development: Haley Rothrock & Nikki Stifflemire

Haley reported that she reached out to Charlotte Jackson for our next Hot Topic event about CPR. The event will be scheduled for the week of December 14<sup>th</sup>. Nikki reported that due to feedback and concerns over the decision timeline, this year's PDC will be going fully virtual with an option for a to-go lunch.

### Staff Affairs: Tiffany Driver

Tiffany reported that her committee received an email concern regarding the posting/closing dates for employment opportunities. She is also currently waiting for a response from Faculty Senate about the leave donation policy.

## **VII. Old Business: Updates, Discussion, or Action**

None.

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

Justin asked whether we should continue with our general meeting in December or cancel. All members in attendance were in favor of cancelling so our next general meeting will be in January.

**Divisional Reports:**

None.

**IX. Upcoming Events**

Next General Staff Council Meeting – January 13<sup>th</sup>, 1:30pm

**X. Adjournment**

Meeting was adjourned.

Minutes submitted by: Kristin Ware on 12/1/2020