

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

**I. Call To Order**

Melissa Fadler called the meeting to order at 1:31 pm

**II. Reading/Approval of Minutes – David Arriola**

On November 13<sup>th</sup>, the November 8<sup>th</sup> 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 November's minutes was made by David Cummings and seconded by Dawn Caplinger. All members were in favor and none opposed. Minutes approved.

**III. Treasurers Report – Rhonda Reddoch**

Rhonda Reddoch submitted the following balances:

- E-board: \$480.00
- Friends of Staff Council: \$2,675.47
- Professional Development: \$6,000.00
- Staff Development: \$147.16
- Nomination and Elections: \$50.00
- Special Events: \$1,358.85
- News and Networking: \$150.00
- Staff Affairs: \$0.00

**IV. Guest Speaker – Dr. Kay Angrove**

Dr. Kay Angrove Director of First Year Experience spoke to members of Staff Council on her FORWARD program (former foster, youth, orphans, and wards of the court or homeless students). The FORWARD program's purpose is to empower these students to pursue higher education and transition successfully into college. The program also serves as a recruitment and retention resource for these students. To help care for these students, professional development is done for faculty and staff to best understand our role in helping these students. This past fall, Dr. Angrove has identified 174 students who belong to one of these categories here at SHSU. Some of the examples of how FORWARD helps these students include providing housing during residence hall closures, advancing financial aid for books, and providing one on one mentoring to students. Members from identified student service departments serve on a committee to coordinate programs and support for FORWARD students. Student Success Initiatives also communicates to FORWARD students by Vlog & newsletter, 3 times per long semester. Ways that staff members can help these students is by providing preferential status in hiring (per the State of Texas), donating

to the scholarship fund, becoming BFF mentor, joining the webinar series, and supporting a student organization. Dr. Angrove asks that any member of Staff Council that feels that their department can provide services and support to FORWARD students should contact her to get involved.

**V. Chairs Reports – Melissa Fadler**

Melissa met with the chair of Faculty Senate Dr. Jonathan Breazeale to discuss what their goals were and to present ours for the upcoming semester. Faculty Senate is currently working on ORP retirement reform but staff are ineligible for ORP, we will wait for future collaboration opportunities that effect both faculty and staff alike. A meeting with Dr. Miller is scheduled for January to follow up on her proposal for Staff Council to participate in community engagement. Melissa and Megan were contacted by Mark (the chair elect) from the University of Houston's Staff Council in regards to creating a Texas State Staff Council Consortium. Any Texas University that has a Staff Council has been participating in regular conference calls to discuss issues, goals, and missions of each member institution. A survey was completed by Melissa and Megan and submitted with information on SHSU's Staff Council. More information will follow when it becomes available.

**VI. Committee Reports**

News and Networking: Meghan Burton

This month's spotlight on Staff winner is Brad Herget from the Lowman Student Center. Members from Staff Council will travel to his office to present him his award, immediately following the meeting.

Nominations and Elections: Pam Laughlin

No update.

Special Events: Melissa Fadler

Melissa delivered the Special Events update in Megan Foley's absence. Staff Council collected over 1800 lbs. of food from the people and pets food drive on November 29<sup>th</sup>.

Staff Development: Dawn Caplinger

No Update.

Professional Development Conference: Rebecca Gay

The committee met before Thanksgiving to review all the proposals and presentations submitted for the upcoming PDC. Members selected presentations that they felt would best serve the University community and each selected speaker has been contacted. Each presenter is in the process of confirming their session, along with sending in bio's and headshots for the conference. The committee has decided to

create a new format for this year's PDC. Staff members will check in and report to a group opening session instead of going directly to their first breakout session. This will allow for a uniform message to go out to everyone, welcoming them and explaining the course of events for the day. Four members of the PDC committee received talent management training from T.J. Bittick in HR to allow them access to talent management to prepare them to assist with registration. The program and marketing team is currently working on the mass email to be sent out to SHSU staff members to remind them of the event and to register online. Rebecca is also working with Aramark to finalize a meal for the PDC. At next month's meeting, the PDC committee will be asking members of Staff Council to volunteer to help assist in running events for the day.

Staff Affairs: Natalie Payne

Staff Affairs met to review a SHSU Diversity committee/club that were only for staff members and the SHSU smoking policy. Kristin Ware and Wilbert Hightower submitted Natalie's research on staff Diversity committees at other Texas Universities. They found that at the researched institutions, that no staff only committees/clubs existed. Melissa added that Dr. Hernandez informed her that there is currently a diversity committee at SHSU made up of faculty members, chair by Dr. Littlejohn and Dr. Eaton.

The committee is still currently reviewing the smoking policy.

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: Kerry Arnold

No report.

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

Annual Fund: Melissa Fadler

Melissa spoke about the SHSU annual fund and how each member's contribution supports the institution and the programs they donate to. Currently 80% contributed to the annual fund.

Student Staff Appreciation Week: Melissa Fadler

Melissa presented Pam Laughlin's proposal of events for a student staff appreciation week to Dr. Hernandez. Possible ideas included a student worker of the year award to be presented to an outstanding student employee during the Sammy's was discussed.

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

Elections: Melissa Fadler

Members who are on their last term in Staff Council were encouraged to reach out to interested members within their division to run for election for the 2018-2019 term. Current members interested in running for a committee chair or an officer position were invited to apply.

E1 Policy: Melissa Fadler

Human Resources Policy E1 changes to staffing were addressed to members of Staff Council. Members were encouraged to review the changes and notify their staff.

### **IX. Upcoming/Future Events**

Spotlight on Staff – December 13 immediately following the meeting  
Next Council Meeting – January 10

### **X. Adjournment**

Natalie Payne motioned to adjourn the meeting and Retha Utley seconded. Meeting was adjourned.

Minutes submitted by: David Arriola