

Staff Council Meeting Minutes
Sam Houston State University
February 13, 2019

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 1:33pm. Welcome to Shelli Weiss, new representative from Finance & Operations, replacing Megan Foley's vacated spot.

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

On January 23rd, the January 9th meeting minutes were emailed to all Staff Council representatives by Jennifer Alexander. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve January's minutes was made by Justin Ball and seconded by Angela Whitlock. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – Carolyn Tucker

Carolyn Tucker submitted the following balances:

- E-board: \$428.65
- Friends of Staff Council: \$3,619.23
- Professional Development: \$6,000.00
- Staff Development: \$259.57
- Nomination and Elections: \$50
- Special Events: \$2,647.28
- News and Networking: \$150
- Staff Affairs: \$0.00

A motion to approve January's treasurer's report was made by Melissa Fadler and seconded by Dawn Caplinger. All members were in favor and none opposed. Treasurer's Report approved.

IV. Chairs Reports – Megan Hobbs-Barrett

In November, Megan met with Dr. Hernandez, they spoke about what Staff Council had been doing for the Fall semester and Spring upcoming events. They spoke about topics of concern that had been presented: a daycare facility/service, possibility of flexible work schedules during summer and winter breaks, as well as the creation of a scholarship. He had positive things to say about each of these, but encouraged Staff Council to do their homework, and present to him our findings. As far as the scholarship went he encouraged us to look into a book scholarship for staff. Megan plans to meet with him in March, for updates and to present our budget requests.

Justin Ball was appointed to a one-time parking committee on future parking fee increases. They have not met yet.

Bearkat Family Photo Day, rescheduled for April 13; rain out day April 27. Be on the lookout for more information and to sign-up in early March

Impact Committee- reviews new initiatives before they are presented to Cabinet. One initiative that is of particular interest to staff is the update and maintenance of the Box numbers in the Global address book and the SHSU Directory. Mail Services will also be keeping track and updating Department Box numbers.

Staff Excellence Award Committee- Nominations will open on February 15 and remain open until March 22. Everyone was encouraged to nominate staff persons that are going above and beyond. Each year 2 Exempt and 2 Non Exempt staff are honored; based on merit, length of employment and their proven commitment to excellence in service to the University community.

V. **Committee Reports**

News and Networking: Stacie Curtis

February's spotlight on staff winner is Shellie Armstrong from College of Science & Engineering Technology Dean's Office. Committee members will be presenting Shellie the award on Friday, February 15 at 8:30, meet outside LDB 200.

Nominations and Elections: Melissa Fadler

March and April the committee will be working to identify representatives that are rolling off, and contacting those eligible for re-election. Nominations will open in April.

The committee is also working on an Orientation manual for new members, which will be handed out at the July retreat. If you have any suggestions of items that should be included, please forward to Melissa Fadler.

Special Events: Rachel Bubela

Special Events committee will be meeting next week to discuss all Spring events.

Staff Development: Dawn Caplinger

Dawn reported that they are working on the scheduling of an April and a May Hot Topics in Higher Ed. Conversation.

Professional Development Conference: Alli Miller

Alli passed around the Moderator and Volunteer sheets, there are still a few spaces open on each. She also encouraged people to register, as some sessions such as lunch are filling up fast. All sessions will have waiting list built in, and registrants will be

notified via email if they have been placed on a waiting list. Registration for PDC closes on March 1.

Staff Affairs: Justin Ball

Justin reported that his committee is going to meet Friday to discuss the topics of interests; to include a daycare, flexible work schedule during the breaks and summer, and meal plans for faculty and staff.

VI. Ad Hoc Committee Reports

Sustainability Committee: Evan Anderson

No report.

Calendar: 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

Survey for time change, based on the survey results. 43% of responders voted to keep the meetings at 1:30. Thanks to all that responded. Jennifer has confirmed that for the remainder of the year (through June) the meetings will be in LSC 320.

VIII. New Business: Updates, Discussion, or Action

Scholarship:

With the support of Dr. Hernandez, E-board has been looking into the possibility of the creation of a Staff Council Textbook scholarship. This scholarship is intended to be given to a staff person, either a graduate or undergraduate student, currently enrolled in classes to assist financially in the purchase of textbooks and supplies. Many other Universities have something similar. E-board thought that the creation of said scholarship, would show goodwill to the staff of SHSU. Questions and comments were taken from the floor.

A motion to move forward with the research for the creation of a Staff Council textbook scholarship that would be funded from Friends of Staff Council was made by Melissa

Fadler and seconded by Dawn Caplinger. All members were in favor and none opposed. Motion carried.

Divisional Updates:

Donna Gilbert announced the upcoming Alumni Golf Tournament on April 5, encouraged those interested to register at alumni@shsu.edu. She also noted that the Alumni office will be moving to the newly renovated old bookstore building located at the intersection of 16th Street and Sam Houston Avenue. There will be an open house announcement later this Spring.

Alli Miller encouraged members to attend one of the upcoming 3 Minute Thesis Competitions, to support our Grad Studies students.

These will be held:

- 2/25 @ 6pm TWC 130
- 2/26 @ 6pm CHSS 140
- 2/27 @ 6pm CHSS 110

Rachel Bubela commented that the SHSU Food Pantry will be moving to their own building located behind the Kat Post, in Late April/ early May.

Dana noted about upcoming International Week events in April, a flyer with more information will be emailed out.

IX. Upcoming/Future Events

No March meeting, regularly scheduled week is week of Spring Break, we are encouraging everyone to attend the PDC conference

Next Council Meeting – April 10 @ 1:30pm in LSC 320
Professional Development Conference - March 12

X. Adjournment

Justin Ball made a motion to adjourn the meeting, and Retha Utley seconded. Meeting was adjourned.