

Staff Council Meeting
Sam Houston State University
Minutes January 11, 2017

I. Call to order

Dana Bible called meeting to order.

II. Roll – Call and Minutes

On December 15th, Megan Barrett emailed all members with minutes from the December 14th meeting. No changes were requested and a motion to approve the minutes was made by Natalie Payne and Rachel Erickson seconded the motion.

Megan Barrett circulated the sign-in sheet for all present members to acknowledge attendance.

III. Treasurers Report

Rhonda Reddoch submitted balances as follows, no changes from past meeting:

E Board: \$830.00

Friends of Staff Council: \$2,170.47

Professional Development: \$5,970.07

Staff Development: \$163.08

News & Networking: \$124.03

Special Events: \$2,243.46

IV. Old Business

Melissa Fadler gave an update on the storage cage. Thanks to Scott Dolezal and his staff the storage cage has been fully assembled. Melissa and Natalie Payne were able to put all the current staff council items inside the locked cage. In the future we may consider purchasing rubber maid containers, to help better organize the storage space. Melissa and Rhonda Reddoch (Treasurer) will each have a key.

Dana Bible gave an update on the Sustainability committee, it is not official, but the committee has been approved by the President's Cabinet. This committee will be Co-Chaired by a staff and a faculty member. Nominations for these Chairs have been sent forward to the President for appointment. The creation of this committee is a great achievement for Staff Council and the University community.

Melissa Fadler spoke to members about the options to purchase apparel. The council was presented with two options: Barefoot for the purchase of an orange logoed polo in both men and women's styles, approximate price \$35.00 each. All money for these would need to be handled by staff council. The council would need to make an initial order and as new members were added additional orders would have to be made. These styled polos were passed around to members' present

The second option was through Barnes & Noble, where we would have the ability to setup an online store, members would have the option of 3 or 4 logoed apparel items to choose from. No money would need to be collected directly from staff council members.

Rhonda Reddoch made a motion to use Barnes & Noble as the vendor, using the online system, for the purchase of apparel items for staff council members; with the caveat that the E-board would look into any minimum for apparel items and obtain specific prices to be presented to the council at the next meeting. The motion was seconded by Dawn Caplinger. This motion was approved by all members present.

Deanna Briones updated the council on staff photos for the Council's website; Derek Alexander has received the remaining photos and will update the website accordingly.

No additional old business was presented.

V. New Business

Dana Bible handed out a sheet that has the goals set by Staff Council during the brainstorming workshop luncheon this summer. It stated the progress made to date by the council. This handout is attached to the meeting minutes for review. Dana stated the importance for the council to continue to focus on the bullet points that we want to pursue this semester, that are not yet in progress.

There was discussion about a few bullet points, addressed in the handout under the Communication heading.

(4th bullet point) *Create information to be given to each new staff council members upon election.* Margaret Ferguson, Nominations and Elections committee will begin working on this for the upcoming elections.

(10th bullet point) *Invite upper administration to round table discussions and meeting so pertinent interest.* Deanna Briones, News & Networking will make an effort to verbally contact admin staff of VP's to extend invitation to Staff Council events.

(11th bullet point) *Create social contract between members of Staff Council at first meeting.* After much discussion it was determined in the interest of time to table this discussion to a later date, possibly the summer workshop luncheon, as this seems to be an important topic for many members.

In the interest of time, further examination of this handout was tabled to a later meeting. Dana encouraged council present to review further before the next meeting.

Dana has transitioned committee assignments of Council chair to Melissa Fadler. Staff Council chair currently serves on Safety, Staff Excellence, Calendar and Ring Ceremony committees.

Dana has also been working on a Chair manual that is currently located on the T:drive, to be a guide for future Chair's.

At the close of the meeting a plaque of appreciation was presented to Dana for her time as Chair of Staff Council.

No additional new business was presented.

VI. Committee Reports

NEWS & NETWORKING: Deanna Briones & Rhonda Reddoch-

- The Outstanding Staff nomination form has been added to the website
- The localist calendar has been fixed on the Staff Council website
- PDC registration email is set to go out on 1/23, pending approval of mass email
- Staff Council has 3 upcoming events, Facebook events will be created, please share
- Spotlight on Staff will honor Cody O'Bannon, Property immediately following meeting

STAFF DEVELOPMENT: Megan Hobbs-Barrett-

- The Professional Development Conference committee met this week the schedule is complete and has been entered in Talent Management. Conference registration will open on 1/23, the conference will be on Tuesday, March 14.
- Staff Council Conversations: Hot Topics in Higher Ed has been scheduled David Yebra to present, no date has been set, more details to come.

SPECIAL EVENTS: Megan Foley –

Social

- The committee will meet next week January to discuss the possible Spring/Summer social event

Service

- April 22, Staff Council will sponsor State Park clean-up day
 - The committee is going to extend an invitation to Faculty Senate to participate as well
- April 1- March of Dimes in The Woodlands, Facebook event to be created. Information about creating a team has been disseminated.

NOMINATIONS & ELECTIONS: Margaret Ferguson-

- The committee will be meeting in January to start working on spring elections.
- Attendance warning letters have been sent as needed

STAFF AFFAIRS: Natalie Payne-

- Welcome letters for new employees have been sent. Thanks to the volunteers for January.
- Committee is making an infographic, to let the staff body know where to submit, questions, comments to Staff Council. This will be sent out by News & Networking, after approvals.
- Several staff concerns were presented to staff.
 - How are off campus staff able to attend meetings? After much discussion and insight. It was suggested that Natalie Payne contact Matt Mc Daniels about a Business parking pass, for staff that already have purchased a parking permit, to be used while attending business on main campus. Also, many staff noted the availability of University vehicles or golf carts to get to main campus.
 - With the revised Rec Center hours, is there a possibility for dedicated time for staff and faculty? M. Fadler stated the Rec Center was required to reduce their current fiscal year budget. In order to do this, they had to reduce the hours that the Rec. Center would be open. The budget costs are to be expected in future fiscal years as the University has revised the parameters of the students that are paying fees.

The overall usage of the facility was evaluated to determine the new hours of operation. The new hours of operation for the Spring semester will be M-F 6:30-8:00am, closed 8:00-12:00, reopens 12:00PM-11:00 PM. M. Fadler retracted herself from the conversation, as the conversation presented a conflict of interest based on her primary campus position, but provided factual information and answered questions. Staff Affairs understands the University's position, as the students are paying the fees to have the Rec Center. Currently the Rec Center is open to faculty and staff for free. If staff and faculty wish to have designated space it may require an additional fee to be paid.

A response from Staff Affairs will be sent to the person that submitted the concern. Concerns were also raised about the Wellness Works program and the ability for staff to

visit the RSC over their lunch hour, since the building doesn't open until noon. Rhonda Reddoch spoke with upper administration and they are sympathetic and supportive of the use of the facility by staff. If you have any questions, comments or concerns please email recsports@shsu.edu.

VII. Upcoming/ Future Events

- Spotlight on Staff, Cody O'Bannon, Property immediately following meeting at Property
- March of Dimes Walk, The Woodlands Saturday, April 1
- Huntsville State Park Cleanup, Huntsville, Saturday, April 22
- Professional Development Conference, March 14
- Next Staff Council Meeting Wednesday, February 8 in LSC 315
- Next Spotlight on Staff Wednesday, February 8 immediately following meeting

VII. Adjournment

Rhonda Reddoch motioned to close the meeting and Natalie Payne seconded the motion.

Meeting was adjourned.

Minutes submitted by: Megan Barrett

Communication

- 1 • Create StaffCouncil@shsu.edu email account
 - Account to be shared by: Exec board and committee chairs
 - COMPLETE: Email account previously created
- 2 • Updates sent to all staff within division after each meeting >> need clearly defined process/procedures
 - Initiated from News & Networking Committee (will need 1 rep per division)
 - COMPLETE: Information disseminators send minutes and updates to all staff monthly
- 3 • Create information to be given to each new staff member upon hire/orientation
 - COMPLETE: The Staff Affairs committee created the informational flyers and letters that are delivered monthly.
- 4 • Create information to be given to each new staff council member upon election (M. Ferguson N&E)
- 5 • E-board to meet with Dr. Hoyt quarterly for updates and discussion
 - Present outcomes of coffee conversations to President
 - COMPLETE: The chair meets with Dr. Hoyt twice per semester. At the last meeting of the year, the chair elect will join the chair at the meeting with Dr. Hoyt.
- 6 • Send updates to all staff in attendance and SC members about coffee conversations outcomes
 - Send to all staff when applicable
 - COMPLETE: Information disseminators send minutes and updates to all staff monthly
- 7 • Meet & greet session for each division
 - COMPLETE: Staff Affairs committee hosted 1st session in the fall. This event will be held each year.
- 8 • Survey to staff (via mass email) to gather concerns each semester
 - UPDATE: Staff Affairs Committee is currently working on this assignment
- 9 • Open town hall to meet all staff/advise of staff council
 - COMPLETE: Staff Affairs committee hosted 1st session in the fall. This event will be held each year.
- 10 • Invite upper administration to round table discussions and meetings of pertinent interest (News & Network)
- 11 • Create a social contract between members of SC at first meeting
- 12 • Introduction of new members at first meeting: who they are, department, duties, what their goals are on SC
 - COMPLETE: Began in August of 2016, should be added to the August agenda each year.
- 13 • Advocate to have place on more committees on campus that are relevant to staff concerns
 - COMPLETE: All committees should be reviewed annually

Public Relations

- Update Website
 - Create a Concern/idea submission area on webpage
 - COMPLETE: as of 08/2016
 - Spotlight on service area to website highlighting staff members or departments that are going above and beyond
 - In Progress: Area Exists with Link to Today@Sam Article
 - Virtual thumbs up: achievements/promotions/retirements

- Pictures updated
 - COMPLETE
- Create a cohesive and strong social media presence on Facebook, Instagram, and Twitter
- “Who is my rep” for each division with picture and contact information
 - COMPLETE
- Beginning of year welcome to all staff members from SC
 - Include reps by div
 - Website link
 - List of upcoming events
 - COMPLETE: sent in August of each year by the Chair
- Newsletter
- Submit events and items on interest to Today@Sam
 - ONGOING
- Create marketing plan for spotlight on staff winners

Service

- Donation drives
 - Backpacks/school supplies – “Future bearcat backpack”
 - Food pantry
 - Halloween breakfast – Bring 1 nonperishable item for admission
 - COMPLETE
 - Help advertise – people can donate via annual fund monthly contribution
 - Quarterly organized drive with rotating beneficiaries based on need
 - Ex: SAAFE House, Good Shepard mission
- Large Service Projects
 - Arbor Day Tree planting
 - Staff all paws in
 - UPDATE: I spoke to Chelsea Smith about this option and she agreed to provide further logistical information if this is something we choose to pursue. The current all paws in is led by the Student Government Association.
 - Angel tree/adopt a family
 - COMPLETE
 - Partner with VRC for annual toy drive
 - UPDATE: Vet week Nov 7-11 – Per Fernando Chavez, they are partnering with Student Activities, but would love for us to be a part of the drive.
 - Clothes Closet for graduates – partner with Career Services
 - Concerns were expressed regarding hygiene/cleanliness of clothing items
 - Habitat for Humanity
- Work with Payroll to obtain information on using red cross volunteer hours.
 - Add information to website with list of approved organizations
 - Expand approved organizations
 - COMPLETE: Per David Arriola (HR): The use of red cross hours for volunteer work. The state statute requires that to use those hours the employee MUST provide documentation which comes from the governor’s office and the

American Red Cross for specialized disaster relief. So we cannot use these hours for other volunteer events. Below I have attached the state statute for Red cross activities.

Certified American Red Cross Activities

*Employees who are certified disaster service volunteers of the American Red Cross or who are in training to become a volunteer may be granted paid leave — without a deduction in salary or loss of vacation leave, sick leave, overtime leave, or state compensatory time — not to exceed 10 days each fiscal year to participate in specialized disaster relief services for the American Red Cross. The employee must have the approval of his or her supervisor and the governor and a request from the American Red Cross. The number of certified disaster service volunteers who are eligible for this type of leave may not exceed 350 state employees at any one time during a fiscal year. The Texas Division of Emergency Management is responsible for coordinating the establishment and maintenance of the list of eligible employees.*⁴⁶²

- Possible creation of Community Outreach as a sub committee

Development Opportunities

- Record PDC sessions and add to talent management
- Live stream PDC sessions
- Advocate for staff with VP to obtain assistance for staff to participate in development activities
- Staff Council team building retreat at University Camp
- Life skills workshops – ex: healthy cooking
- Coffee Conversations – establish clear procedures for following up and presenting outcomes
- Create marketing plan for professional development opportunities targeting departments
- Obtain buy in from supervisor/management for PDC

Networking Opportunities

- Sports teams
- Promote small businesses within the community
 - Give discount to staff members
- More social activities after business hours
- Take your coworker to work day to promote cross training

Promote/Recognize Contributions

- Revamp Spotlight on staff
 - Nominations from division
 - End of year luncheon for recipients
- Assign time at each meeting for SC members to promote divisional events