

***Staff Council Meeting***  
***Sam Houston State University***  
***Minutes April 12, 2017***

**I. Call to order**

Melissa Fadler called meeting to order.

Comments were noted about the change of venue, as the meeting is being held in LSC 320.

**II. Reading/Approval Minutes**

On February 20, Megan Barrett emailed all members the regular meeting minutes from the February 8 meeting. One change was submitted, on page 2, paragraph 1, clarification was requested to state, “*recently updated the Staff Council web page was updated to allow links to each division*” this has been bolded in the minutes for reference. On March 21 Staff Council notes were emailed to members, because of the cancellation of the March 8 meeting. Motion to approve the minutes was made by Margaret Ferguson. Natalie Payne seconded the motion. All members were in favor, none opposed. Minutes approved.

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

**IV. Treasurers Report**

Rhonda Reddoch submitted the balances are as follows:

E Board: \$739.55

Friends of Staff Council: \$

Professional Development: \$1,086.00

Staff Development: \$148.08

News & Networking: \$78.20

Special Events: \$84.66

**V. Chair’s Report**

**Ring Ceremony**-The Ring ceremony had record attendance with almost 800 students in attendance.

**Safety Committee**- has not met

**Calendar Committee**- has not met

**Staff Excellence Committee**- Received many nominations, thank you to all that submitted staff nominations. The committee is currently evaluating nominations.

**VI. Committee Reports**

**NEWS & NETWORKING:** Deanna Briones –

State Park Clean-up mass email and waiver were sent out, upcoming Higher Ed Coffee Conversations mass email is set to go out this week, the Election form has been updated on the website, the PDC photos have been uploaded to the website. Jamilyn White will be recognized as the Outstanding Staff member for April, immediately following this meeting. Thanks to Tracy Farris for the yummy goodies, she made for the basket.

**NOMINATIONS & ELECTIONS:** Margaret Ferguson-

The nominations form is on the website and nominations close on April 28. Please encourage staff within your department and divisions to make nominations.

**SPECIAL EVENTS:** Megan Foley –

State Park Clean-up on April 22 in conjunction with All Paws In. Please make sure that you sign up and let us know how many people you will be bringing, also if you would like a shirt, note what size. Clarification on the Waiver form was provided, you only need to complete the top and bottom, bring with you day of event.

On May 17 we will be hosting a social event in the Kat Klub from 2-4pm.

Thanks to all that walked or fundraised for the March of Dimes. The University as a whole met their goal of \$10,000. Thanks to Steve Shields for raising the most to help, Staff Council reach its goal!!

**STAFF DEVELOPMENT:** Megan Hobbs-Barrett-

PDC report. There were almost 200 registered attendees for the annual conference; many attended the keynote by Dr. Ken Henderickson. Overall, very successful conference, we hope to take the responses from the surveys and expand on next year's conference. If you are interested in being a part of the planning committee for the 2018 conference, please let Megan Barrett know.

Kelly Stuckey reported on the upcoming Higher Ed: Coffee Conversations, scheduled for May 8 at 10 am in LSC 320, Debra Yebra will be presenting on Emergency Preparedness. Registration should be available in Talent Management, hopefully by the end of the week.

**STAFF AFFAIRS:** Natalie Payne-

No new question, comments or concerns have been submitted. The committee will be meeting soon to discuss working on two (2) surveys. One an exit survey for members not seeking election for a second term and One (1) that will be sent to all staff to get a gauge on how Staff Council as a whole is doing.

**Campus Art Review Committee.** Derek Alexander reported this committee has nothing new to report.

**Parking & Transportation Committee.** Rhonda Reddoch reported this committee has nothing new to report.

**Sustainability Committee.** Lisa Clarkson reported this committee has not met.

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

Melissa Fadler reported an update on the Letter to the President, in regards to the hours of the Rec Center, the joint effort between Staff Council, SGA and Faculty Senate has made an impact. Review of budget and Rec Center hours may be reconsidered, for the future.

No additional old business was presented.

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

The Veteran's Resource Center has asked that Staff Council consider participating in the Veteran's Week Initiative (November 2017) Clothing/Goods Drive. Further discussion about Staff Council's part in the week's events will be had at a later meeting.

Melissa Fadler asked for a nominee of a person to serve as the representative for Staff Council on the Wellness Program committee. David Arriola self-nominated. A motion to have David Arriola serve as

the Wellness Program Committee Staff Council representative. All members present were in favor, none opposed. Motion carried.

Melissa Fadler asked members to please mark July 12 on your calendars for the Staff Council Retreat, here we welcome new members and thank members for their service. Location and times to be confirmed later.

Rebecca Gay spoke about National Student Employee Appreciation week; she would like to see the University recognize this week campus wide. Pam Laughlin also spoke of resources available that would help the University recognize student employees. A motion was presented to the Council to petition the President to recognize National Student Employee week, campus wide. Motion to approve the creation of the letter was made by Pam Laughlin. Dawn Caplinger seconded the motion. All members were in favor, none opposed. Motion approved.

Melissa Fadler reminded members that the Faculty/Staff Golf Tournament is set for May 15. Early Registration is open until April 28, regular registration ends on May 8.

Lisa Clarkson noted that on May 17 at 9:00am in the CHSS she and Rhonda Beassie would be discussing Affiliation Agreements and the Legalities associated with them. If your department/ program works with Intern programs, this information may be useful, if you are interested in attending, please email Lisa at [ldc010@shsu.edu](mailto:ldc010@shsu.edu).

No additional new business was presented.

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

- Spotlight on Staff, Jamilyn White immediately following meeting
- Huntsville State Park Cleanup, Huntsville, Saturday, April 22
- Next Staff Council Meeting Wednesday, May 10 in LSC 320
- Next Spotlight on Staff Wednesday, May 10 immediately following meeting

#### **X. Adjournment**

Meeting was adjourned.

Minutes submitted by: Megan Hobbs-Barrett