

Staff Council Meeting Minutes – May 14, 2020

Attendance –12 meetings since June 2019

2019-2020 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2019
Braughton Kendra	2020	EEO 5-7	Y	9
Castagnetta, Tamara	2021	EEO 3	N	9
DePue, Brooke	2020	EEO 3	Y	10
Eller, Ashley	2020	EEO 4	Y	11
Fisher, Nanna	2020	EEO 3	N	9
Galloway, Carolina	2021	EEO 1	Y	7
Hall, Ronnie	2021	EEO 3	Y	8
Johnson, Brandon	2020	EEO 5-7	N	1
Kotara, Rick	2020	SSC	N	0
Mayo, Jeff	2020	EEO 4	Y	11
McKinley, Steven	2020	SSC	Y	8
Melcher, Dana	2021	EEO 1	Y	10
Pacheco, Brandy	2020	EEO 4	Y	9
Palmer, Barbara	2020	EEO1	Y	9
Paschel, Alyssa	2021	EEO 3	Y	9
Reagan, Michael	2020	EEO 3	N	5
Riggs, Cindy	2020	SSC	Y	9
Rosales, Misael	2020	SSC	Y	10
Seymour, Max	2019	Ex Officio	Y	9
Stocker, Betty	2021	EEO 4	Y	9
Sulik, Jeff	2021	EEO 1	Y	9
Wilson, David	2020	EEO 3	Y	11

1. **Call to Order** – David called the meeting to order at 2:03 p.m.
2. **Review/Approval of Minutes from previous meeting, April 9, 2020**
 - a. Betty motioned for approval, motion seconded by Jeff S. - Minutes approved
3. **Old Business**
 - a. David thanked everyone for their feedback on the President’s assignment of wording for document RE returning to campus, and as of today, David has not received feedback from the President
 - b. Update your “HOW TO Binders” for your committees on the Staff Council g-drive as needed until new representatives and officers are elected
 - c. Discussion on relaxed dress code and alternative summer schedule is postponed until a later date after we return to campus

4. Treasurer's Report

- a. Review of report from April 9, 2020 through May 14, 2020
- b. Treasurers report approved

5. Staff Council Subcommittees

- a. Treasurer & Scholarship
 - i. Ashley said the number of scholarships have not increased, only the amount of each scholarship amount has increased
- b. Employee of the Month
 - i. Betty announced that Ashley Eller was chosen as the Employee of the Month for April 2020 and Beth Mowry was chosen Employee of the Month for May 2020 and that an all university email had been sent out for each stating that a reception would be held at a later date
 - ii. Jeff M. told the council that the President's Office still planned one reception at a later date for any recipients who missed a reception
 - iii. Discussion: Betty suggested that we need to do something to increase nominations and suggested we send a congratulations email or letter showcasing what they'll receive for the honor; Brook said that other than the Buff cash, the items could not be used as of yet, but a letter/email as a gesture would be good; Ashley said she has Staff Council stationery that could be used or an email could be sent out and would be nice to send out some good news and would be a good way to showcase what the recipients receive as well as a way to increase nominations; Betty suggested to include what they receive and to post on the Staff Council website as well; David suggested sending digitally, along with an email blast and to post it on social media calling for nominations; Carolina agreed and suggested sending out in advance of the June 1 nomination deadline
- c. Staff Appreciation and Events
 - i. Carolina said the committee discussed the snow cone event that traditionally is held in May, and asked the Staff Council for ideas of whether the event should be moved to a later date when we are back on campus as there were questions about logistics of gathering in groups to consider; The committee had an idea of handing out the snow cones at the snow cone drive-up window in Canyon and Amarillo, one would only need to show their Buff Card; Carolina spoke to the snow cone place and they are on board for either scenario; Drawbacks of having it on campus are that only people on campus could participate and the risks i.e. following guidelines and whether groups could gather
 - ii. Discussion: Carolina thought it would be a good gesture could make a good impact if done safely; Betty suggested limiting their choices and offering a maroon colored Dr. Pepper punch snow cone and suggested members of the Staff Council could volunteer to help at the locations, having it in late June if possible; Carolina said the committee could take turns staffing locations to help; Brooke suggesting reaching out to the OSEL office who have had had their Sweet Sips event twice during quarantine; Ashley suggested waiting until we are back on campus as a way to celebrate being back together and suggested possibly using a snow cone cart on campus with a drive-up plan; David suggested using the snow cone place, and having it as a two day event; Barbara suggested giving the specifics to the UPD and do it after July 1 when everyone is back on campus

- iii. Carolina will speak with the snow cone place as well as UPD regarding logistics and will update the Staff Council via email
- d. Spirit Committee
 - i. Ashley spoke for Michael and said that Dr. Rasberry is working on an alternative for the All-Staff appreciation meeting and the committee will hold off and wait for direction
- e. Professional Development
 - i. Brooke said they committee is ready to upload the staff survey onto the website; She will send to David and work with Chris Rea, and may wait until the new website goes live on May 15, 2020 to post on the Staff Council website
- f. Communications and Outreach
 - i. Carolina said the committee has been working on social media posts to engage staff
- g. Election
 - i. David asked if Staff Council should proceed with elections or postpone again as the new council would begin July 1, 2020 when phase 2 staff is adjusting back on campus
 - ii. There was discussion on proceeding/waiting; Brooke, Jeff S. and David agree that we should move forward; Max said he had quite a few emails showing interest and we have enough nominations for each category and that his only reservation was everyone coming back on campus needing an adjustment period; Max said there was no documentation on length of voting and will reach out to Megan for direction
 - iii. David asked Max to reach out to nominees and ask if they would serve and ask for letter from each nominee

6. New Business

- i. The Blood Drive will be hosted by Betty on June 24, 2020, each donor will receive an antibody test as a perk and stations will be disinfected after each donor; Staff Council will supply prizes, and Betty will reach out to Mary Hiner, who hosted the last Blood Drive, regarding last year's prizes; Carolina recalls that last year's prizes were a parking pass and a sponsored gift card from Pak-a-Sak; Ashley recalls the past prizes were a parking pass or a VHAC membership and a t-shirt; David asked Carolina to put on social media once details are set

7. Final Comments from the President

- a. David asked council members to consider serving again as an officer or committee chair

8. Announcements

- a. Carolina took a picture of the committee via WebEx and posted on social media after the meeting
- b. The Virtual Career Fair is scheduled for June 18, 2020; Share with anyone you may know that is looking for a job

9. Adjournment

- a. David adjourned the meeting at 2:56 p.m.

Next meeting is scheduled for June 11, 2020 at 2pm *via WebEx*.

Respectfully submitted by Secretary, Jeff Mayo