

Thursday, July 9, 2020

▪ Call to Order

- David called the meeting to order at 2:01 pm
- David requested mute when not talking to help keep background noise down. When do speak, unmute so we can hear you.

▪ Welcome & Introductions of Members

- David said this is the first meeting after elections. There are several new members with us. Start with EEO1 to let people know name, title, and what department you serve in.
- Started with Carolina Galloway, study abroad; Dana Melcher with scholarship services; Jeff Sulik, Residential Living; Leo Reid Veterans Services; EEO3- Tamara Castagnetta, scholarship services; Ronnie Hall with Alumni Association; Candice Copelin with Advising Services; Abby Betts, Career Services; Dane Glenn, student success coordinator; Zach McMeans, student success coordinator; Darcy Webber, Health and Wellness; Alyssa Paschel, Advising Services; EEO4 – Ashley Eller, IT; Betty Stocker in COB Dean's Office; Berlin McIntosh, History Department; Taryn Yildirim, IT; EEO5-7 – Kendra Braughton, Business Office; Barbara Ferrara, UPD; Cindy Riggs, SSC; Sandra Ellis, SSC, Ryan Green, SSC, Kenneth Flatt, SSC.

▪ Special Guest – Dr. Wendler

- David introduced Dr. Walter Wendler. Dr. Wendler appreciated opportunity to talk for a few minutes. He appreciates efforts with staff.
- Asked all of constituency group leaders – David Wilson for Staff Council, Jeffrey Babb for faculty senate, and Colton Borquion and Seth Rodriguez of Student Government Association – to put together a statement of what all of us (leadership, management, faculty, staff and students) could do to make people feel welcome in the fall, anticipating there could be some roughness, because we are not sure what we are coming back to. Every day it seems more challenging to see how we are going to get things done in the fall. Two weeks ago seemed better than it does right now. Though he is very pleased with second summer session enrollment is up about 8% over last year, which we are thankful for. Still don't know what we're going to do in the fall. Encouraged us to continue what we are doing for each other, for faculty, students and the community. The

statement that the leadership came up with about serving ourselves, our students and faculty, and the extended community. Someone came up with a very nice acronym, Staff, and about welcoming students back. Very good and appreciated it. Show something that makes WT a remarkable place to be, and that is the caring for one another and the willingness to practice what most major religions call the dictum of reciprocity, Luke 6:41, do unto others as you have them do unto you. Been said for eons, long before Jesus said it. They call it dictum of reciprocity. You guys practice it. The staff practices it. You treat others with decency and respect. That's important all the time, but it's really important right now. People are losing confidence in public leadership. Fact of the matter is you guys are in public leadership positions. When someone comes to ask you something, or someone from off campus, they aren't interested in your title, but in someone who is willing to lead them to a solution for whatever problem they bring. And that's what you guys do. So important during a time where there is a lack of it, and many are confused. Today is going to be better than yesterday, except for recently. Getting discouraged, not seeing the light at the end of the tunnel that hoping for. A lot of unknowns out there. Continue to help people, one-on-one and continue to treat people they want to be treated and in their circumstances. Appreciate service to institution. Especially this juncture in history, continue to be upbeat and positive and have a servant's heart to faculty, staff, students and community.

- Dr. Wendler said has to leave for another meeting, but opened floor to questions from staff.
- Asked Neil Terry about schedule changes made to fall and so far 300 schedule changes thus far. Trying to adjust for class sizes. Thought is the same, we're going to find a way to accommodate you. Faculty will muscle up and do what needs to be done. IF someone doesn't feel safe for coming to class but doesn't have time to change to online, we will work with those people to help them. Be patient with leadership. Trying to get ahead of things every day and doing the best they can. If it doesn't appear that way, appearances only, they are trying! If we have the appropriate attitude, then people will be that way to us. Recalled calling the students early one. Called 6,000 students by 250 people. Overwhelmingly

response was not perfect, but people are trying hard. Want to be successful for sure, but want to put forth a good effort.

- Anyone have any questions?
- Keep plugging! We'll get there. We are going to win.

▪ **Approval of June 11, 2020 Meeting Minutes**

- David remarked that people received from Jeff Mayo, hoped folks had a chance to review. Explained to the new folks that this is the point we review the minutes and ensure that they are what they need to be and that info was collected appropriately; if any changes bring up at this time. If everything looks good, someone would motion to approve and someone second, then vote to approve. Gave time to do last minute review of the minutes and waited for a motion.
- Ashley Eller moved to approve. Ronnie Hall seconded. David asked for thumbs up for approval and down for disapproval. All thumbs up.

▪ **Treasurer's Report**

- Ashley sent to David and he sent to the group. Said if anyone didn't get one, could email Ashley at aeller@wtamu.edu. Mentioned last month approved as is and didn't have to go through line by line. Happy to do so if desired. A couple of transfers and endowment earnings from appreciation reserve and endowment earnings. Happen about every three months. Staff leadership scholarship, faculty endowed scholarship, and faculty endowed scholarship interest account. Able to distribute over \$2,000 of tuition assistance. Only charge from operating funds was from blood-drive drawing, \$50.
- Opened to floor for questions.
 - Tamara asked who won.
 - Betty said it was Meri Lynn Odell
- Ashley mentioned Taryn in same office and said her screen wasn't working. So Ashley introduced Taryn on her screen.
- David brought up treasurer's report also one we have to approve and opened the floor to motion. Betty made motion, Tamara seconded. All thumbs up.

▪ **Old Business:**

- Blood Drive on June 24 – How did it go? (*Betty*)

- Betty said it was a fantastic blood-drive. Were 15 signed up, but had 63 participants that came through. So many turned away asked to have another drive. Believe date is 7/17. Asked for a flyer, email, etc. to send out to all campus. Thought it was very successful.
 - Carolina asked for confirmation of date. Betty hasn't gotten it nailed down. Has reservation in JBK for the 17th. David encouraged folks to encourage folks to donate blood.
 - Betty asked if they should do another drawing. Said it helps. Said she doesn't know if they'll offer as much stuff as last time. David said up to the staff. Opened the floor to motion. Betty said in past there have been sponsors, but a lot of tracking, but said it makes it smaller and one person gets \$50. Carolina asked about the antibodies test. Betty said she'll ask when she responds if it will be included. Betty mentioned had trouble logging in to see results. Tamara said they will send letters with that info. Ashley mentioned many told her that's why they donated (antibody test). She said give away was good, but antibody test a big draw. Betty mentioned that they have dropped some of the country restrictions for blood donation as well.
 - David asked if we want to do another \$50 buff cash. Leo said he will donate \$50 from Veteran's Services for it. Leo requested paperwork. Betty explained it will just be from account to Buff Card. She will let him know who the winner is. Ashley mentioned to give shout-out to Veteran's services on any advertising to show support.
- Buffs @ Work
- Last meeting met with them. Lean Six Sigma project focusing on mental health of employees. Came to us thinking we'd be a good umbrella, especially in workplace. Wanted staff council to take responsibility, but some day they go separate ways. Had questions about funding, projects, what happens after project. They have not responded. Spoke with Beth Mowry about it. After visiting with Staff Council, they visited with Heather in Well WT. might be a better place

to house that program. Likes that there are staff council reps in the Well WT Council. May be a better route. Staff council can help promote at the very least. Possibly schedule meeting with wellness council. Move in that direction, but have us as support and promotion

- Postponed: Discussion on Relaxed Dress Code & Alternative Summer Schedule
 - Two items we've been working on in staff council the last year. Due to COVID-19, had to put on backburner.

- **Final Comments from the President**

- **New Business**

- Election of Officers
 - President – Carolina Galloway
 - Vice President – Betty Stocker
 - Treasurer – Ashley Eller
 - Secretary – Abby Betts
- Committee Chair Appointments
 - Treasurer & Scholarship
 - Ashley Eller chair
 - Employee of the Month
 - Betty said like to remain Chair
 - Staff Appreciation & Events
 - Carolina current chair.
 - Planning of all events related to appreciating staff. Events scheduled throughout the year. How To binder with instructions, dates and contacts. Whoever takes over should have a good idea on how to do it. COVID-19 has changed a lot, so some instructions may be useless. I caught you caring, take a break, sno cone events, etc.
 - Ronnie and Alyssa are on the committee now. With Alyssa leaving, Ronnie seemed like perfect step. He accepted nomination for chair.

- No other nominations, Ronnie moved to chair.
- Professional Development
 - Changed from recent. Responsible for birthday day off. Changed this year to focus more on professional development. More specifically working in collaboration with human resources and other campus entities to provide some development opportunities for our staff. Open book for what we can do with it. Like to see someone who can bring in new ideas and provide awesome opportunities for our staff.
 - A part were Brooke DePue, leaving, Barbara Palmer, leaving, Jeff Sulik and Ronnie Hall.
 - Nominations open to the floor. Jeff, accept; Leo, decline; Zach, accept; Candice, accept; Taryn, decline; Darcy, decline; Berlin, decline.
 - Jeff Sulik voted as chair of professional development committee.
- Spirit Committee
 - New committee, formerly homecoming. Wanted it to focus not just on homecoming, but on encouraging spirit among our staff.
 - Mission – create happiness and university spirit among staff... plan and execute events for WTAMU staff aimed to increase general spirit of staff. Seasonal, holiday ad hoc or with other staff committees, often staff appreciation.
 - Ashley shared: big thing homecoming, big this year. Michael was trying to have something pretty regularly. Worked on committee for Christmas party. Tried to figure out a way to do something once every few months. Photo booth at Christmas. Buffalo chip at homecoming. Good time to be the head because a time where sprit where WT will be a big piece for the fall. Think outside of the box but familiar with what did in the past. Fun committee to serve on if you like jazz hands.

- Nominees: Ashley, declined; Darcy, accept; Zach, decline; Leo, decline; Tamara, decline; Berlin, decline; Cindy, decline, Dane, decline; Taryn, decline; Candice, decline.
- Darcy is our jazz hands.
- Communications & Outreach
 - Created last year to focus on our website and social media presence. Build into mission that would have a chair that is a second year member that is served on our committee before. Have to have a first year member on that chair that can commit to serving on this for chair next year.
 - Tamara, accept; David, accept.
 - David voted for chair.
- Committee Updates (*from former chairs*) & 2020-21 Sign-Up's
 - People will email David and Carolina for their preference. If they are too full, will be done by poll and first come first serve. If there are gaps, people will be emailed and asked to fill in. There are also university committees, and staff are encouraged to serve on those committees, some of them have gaps.
 - Are there questions about committees?
 - Betty asked when they are compiled in case she should wait and fill a gap. David asked that everyone email David and Carolina by tomorrow at noon, and then they can send an update after that.
 - Candice informed team that she works at the Amarillo Center, so if anyone needs her to do anything for that, she can do it.
 - **Committee Chair Updates**
 - Ashley Scholarship – no, talked about scholarships for upcoming school year. Needs to get together with scholarship office to advertise deadlines and how to apply, who is eligible, what's out there, etc. previously upped scholarship available to staff to \$1,000. Huge difference, especially in current times, money makes a difference. Benefit of being staff member at WT. Need to advertise folks who have taken

- advantage. IF you have or know anyone, let Ashley know. Scholarship office done a great job of helping. Need to do better about letting new staff members know and help to be aware of all benefits at WT.
- Betty EOM – just sent notice to current committee to vote, but some are dropping off. As soon as find out who is on that committee, she'll get set up for submittables. Some new nominations, some still up for consideration for EOM for July. Employee of the Year, sent out on qualtrics but hasn't checked. Going to check. Those that sign up for the committee, that's their responsibility. See nominations and recommendations and have a vote that will calculate in submittable that allows to have the determination.
 - Leo Reid mentioned was on it, Betty asked him to sign up!
 - July finish, EOY stopped in June. David recommended ask them to finish the month as we won't know committee yet. Asked to ask current to finish.
 - Carolina Staff - nothing to report
 - Brooke professional – not here, Jeff said nothing
 - Michael Spirit – Ashley did not know anything from him.
 - Carolina/Tamara – communication nothing to report.
- University Post Office Box – annual fee of: \$38 (small), \$43 (medium), \$48 (large)
- Mail room in old main closed. Only accepted and dispersed through university post office. Requires us to get one, which costs money. David called post office and asked for cost. Fees listed above. David asked if small would suffice for interdepartmental mail. David proposed we get a small one. Secretary would keep key and pass on to successors. Treasure responsible to ensure bill gets paid. Ashley asked about how the paying works.
 - Tamara motioned, Leo seconded for small mailbox. All thumbs up, no opposed.
 - Ashley is going to go over and pay then work on getting key to right person.

- **Announcements**

- David opened floor to announcements from group. None brought up.
- University Staff Excellence Award Nominations due to HR by July 17
 - Email sent out. David encouraged to nominate staff.
- Faculty & Staff Convocation & All Staff Service Awards – August 18
 - Combining June and August thing. Virtual event. David encouraged folks to participate.
- Others?
- Carolina asked question. Will there be more virtual zoom EOM celebrations?
 - Betty said Jeff Mayo had come out of president's office. Coordinate with president and EOM. Betty said she'll email Jeff. Question posed was how we get them the award materials. Some done through campus mail and some given at meeting because it was under 10. Betty sent out to committee and hasn't heard back. She will disperse to EOM Committee and staff council. Carolina asked if once it is public if it's okay to share the zoom link on social media or if it should stay via email. Betty said she was unsure. Betty ask David how it was. David said we can share on social media, not just email. He said as far as what Kyle received, only got check and certificate, but not manila packet. Once made public, can post wherever we want to. Carolina wanted to confirm if we could share and get more participation for next one. Mention staff council encouraged to attend. Betty mentioned family members used to come to in person, so might mention to winner and ask if they want the zoom shared with family and on social media. Ashley said email is fine, and social media is good. Said we may want to check with the winner and make sure okay for social media. Good idea if want to send to parents, family, friends, etc. especially if it's people that normally would, especially if it is long term.

- **Adjourn**

- David thanked everyone. Looking forward to new group, officers and president. Good luck to Alyssa in new role and welcome Candice for filling in for Alyssa for this last year. If nothing else, adjourn here at 3:39pm.