

Staff Council Meeting Minutes – October 23, 2012 (rescheduled from Oct. 16)

1. **Call to Order:** Stephanie called the meeting to order at 2 p.m.

2. **Attendance:**

2012-2013 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2012	Meetings Attended Since May 2012
Banks, Carla	2014	4	Y	6	5
Black, Amber	2013	3	Y	6	5
Bolwahn, Patrick	2013	1	N	6	4
Brackett, Stephanie	2013	1	Y	6	6
Dill, Cheryle	2013	4	Y	6	4
Glenn, Bryan	2013	1	Y	6	4
Harvell, Julie	2013	5	Y	6	5
*Hobbs, Misty	2013	5	Y	6	2
Hoover, BethAnn	2014	3	Y	6	6
Hunter, Larry	2014	6	Y	6	3
McNutt, Tracy	2014	4	Y	6	5
Rausch, Mary	2014	3	Y	6	6
Reed, Jamey	2014	7	Y	6	5
Roach, Trey	2014	3	Y	6	4
Stevenson, Lana	2014	1	Y	6	5
Thompson, Cynthia	2014	7	Y	6	5
Washington, Linda	2014	4	Y	6	5
White, Andrew	2014	4	Y	6	4
Workman, Zach	2014	1	Y	6	6
**Wright, James	2012	7	Y	6	3

*Filling the remainder of Dwaina Six's term.

**Filling the remainder of Carol Schawo's term.

3. **Review of Minutes from September 18 meeting:** Bryan motioned to approve the minutes as written, and Linda seconded. All voted to approve the minutes as written.

4. **Treasurer's Report:** Patrick was unable to attend, but did provide an updated Treasurer's report. The ending balance of the Operating Fund as of October 14 was \$4,515. Julie reported on the Foundation Fund interest bearing account. Scholarships are paid out of this account, and it can only be used for that purpose. Amber moved to accept the treasurer's report as submitted and Tracy seconded. All voted to approve the treasurer's report as submitted.

5. Committees:

- a. **Tuition Assistance Committee:** BethAnn reported for the committee. We do need to use more of the funds for tuition assistance. Currently, the awards are \$150 per term for dependents and spouses, and \$500 per term for university faculty and staff. (Currently "term" means Fall, Spring and Summer semesters). As of right now, there is \$100,000 allocated for the tuition assistance program.
- i. The committee proposed allocating \$50,000 for the Fall semester, with any remaining funds rolled over to Winter Intersession. \$50,000 would be allocated for Spring, with remaining funds from both Fall and Spring rolled over to the Summer semester.
 - ii. The committee also proposed raising dependent and spouse amounts to \$500 a term for full time enrollment, and \$250 per term for a minimum of 3 hours but less than full time enrollment as an incentive for enrolling at WT. This would apply to both undergraduate and graduate enrollment.
 - iii. BethAnn noted that degree-seeking faculty and staff were also eligible for scholarships, which could be combined with tuition assistance.
 - iv. The current language of the document reads: "Full-time budgeted employee (listed by name in the approved operating budget) or a dependent of defined employees; also retirees and their dependents. Must complete the scholarship application, tuition assistance application, be following a degree plan and be in good academic standing with the University." There was much discussion about having an appeal process for GPA or for being able to take a course for continuing education or professional development.
 - v. How do we market the program, especially to employees who don't have email addresses? Both emails and flyers, for starters.
 - vi. Lana moved to increase the spouse/dependent award to \$500/term for full time enrollment, and \$250/term for 3 hours up to full time enrollment. Andrew seconded the motion. All voted to approve the motion.
 - vii. Linda moved to begin the new award amounts with Winter Intersession 2012. Carla seconded the motion. All voted to approve the motion.
 - viii. Linda moved to change the wording in the document to include appeals language for GPA, professional development, and continuing education. Tracy seconded. All voted to approve the motion.
- b. **Rootn' for the Buffs:** This went very well. All the ice cream was given away. Bryan will try to sell the extra root beer back. There was a good turnout.

- c. **Gingerbread Houses:** Carol Shawo started this and Dwaina Six also did a lot with this. Both are no longer with the university. Should this be continued? It adds a lot to the university Christmas Party. After some discussion, it was recommended that each interested team buy their own gingerbread house kit, and pay an entrance fee of \$5. The winning team would win all the entry fees. Should there be any rules for the contest? A typical rule is that all decorations must be edible. Trey will help get a flyer together once all the details are decided.
 - d. **Homecoming Door Decoration Contest:** Stephanie made ribbons for the winning doors—Admissions for the small door category, and Information Technology for the large door category. Both departments win a pizza party.
 - i. Voting—Trey reported that most of the voting was done online, rather than by text.
6. **New Business:** None.
7. **New Business:** None.
8. **Other Business:** Congratulations to Linda Washington, who is the September Employee of the Month. Also congratulations to Terriann Pulliam, who is the October Employee of the Month.
9. **Adjournment:** Bryan motioned to adjourn, and Linda seconded. The meeting was adjourned at 2:51 p.m.

***Next Staff Council meeting is Tuesday, November 20 at 2 p.m.**