Staff Council Meeting Minutes - August 11, 2016

- 1. Call to Order: Lynsee called the meeting to order at 2:04pm
- 2. Meetings Since June 2016: 3
- 3. Attendance:

2016-2017 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2016
Adams, Amie	2018	SSC	Y	2
Allen, Thomas	2018	SSC	Y	3
Antunez, Gilbert	2017	EEO 3	Y	1
Bowen, Bill	2018	EEO 1	Y	3
Edwards, Josh	2017	EEO 5	N	1
Fox, Karen	2018	EEO 4	Y	2
Garcia, Frankie	2018	EEO 6/7	N	0
Haasl, Lora	2018	EEO 3	N	0
Hampton, Jarvis	2017	EEO 1	Y	3
Hampton, Nancy	2018	EEO 1	Y	2
Kopke, Kim	2018	EEO 4	N	2
McIlroy, Sherri	2017	EEO 4	Y	2
Nixon, Jana	2018	EEO 3	Y	3
Rausch, Mary	2017	EEO 3	Y	3
Reid, Leo	2018	EEO 3	Y	2
Rosales, Gaby	2017	SSC	Y	3
Sanders, Nikky	2018	SSC	N	1
Scantling, Mickie	2017	EEO 5	Y	3
Sparks, J. Rich	2017	EEO 1	N	0
Stocker, Betty	N/A	Ex Officio	N	2
Sweetgall, Linda	2017	EEO 4	Y	3
Vinyard, Michelle	2018	EEO 3	Y	3
Vizzini, Beth	2017	EEO 5	N	1
Whitten, Megan	2018	EEO 4	Y	2
Williams, Melissa	2017	EEO 3	Y	2
Womble, Lynsee	2017	EEO 3	Y	3

- **4. Review of Minutes from July 14 meeting:** Mary made a change to the attendance marking Nancy absent; change was completed. Sherri moved to accept the minutes as read, Mickie seconded the motion. All voted to approve the minutes as read.
- 5. Treasurer's Report: Jarvis spoke on the blood drive, needs to contact Mike Knox about their \$43.00 contribution. Karen discussed the Gold Card Charge on the account of \$10, normally this is paid by either the Gold Card Office or President's Office (She will work to get this transaction reversed). Tuition Assistance refunds credited to account for students who have dropped. University Endowment fund saw a \$10 contribution from Missy Hobbs. Lynsee- spoke to Randy Rikel about the request for fund for the next fiscal year, discussion was initiated on asking for specific dollar amounts, Lynsee will continue to ask questions. Linda moved to pass the Treasurer's Report, Mary seconded. All voted to approve the Treasurer's Report as presented.

6. Committees:

- **a. Employee of the Month:** Lynsee reported Clay Scott's Reception on August 15th at 1:30pm in HELC-Please be present if you can. August EOM-Gilbert Antunez, reception TBD
 - **a. Employee of the Year Reception:** Request for changes- Mary suggested concern for timing and possibly making a change or have better communication of the time and time changes, suggestion from the floor was to make the reception shorter.

- **b.** Cookie Bake-Off and Recipe Book: Suggestion for cookie bake off is too have it open to all staff, to make the entries more diverse. There were only 2 non-staff council entries, there was a concern about staff council members winning and if we should change that...? Lynsee asked, did this meet the needs of saving money and was it successful, prizes over \$200, Gilbert suggested prizes being donated from other departments to save more money. Mickey suggested to give it another year before making drastic changes or removing it altogether, Jarvis suggested instead of a bake-off maybe a food drive off or coat drive. Amy motion to allow all staff into the cookie bake-off Nancy second. All vote and pass to allow all to be in the cookie bake-off. COOKIE BAKE OFF RECIPE BOOK- Too Expensive for a fundraiser, unanimous 'NO' to the recipe book altogether.
- **b.** Scholarship and Tuition Assistance: Nancy met with committee and the Business Office to craft an announcement about the program. She asked what the next step is after the announcement, Lynsee said to check with Dana Melcher about Distribution
- **c. Staff Appreciation:** Gabby to give report: 1st event will be in September more information to come
- **d.** Election Committee: Jana is leaving the university for Dallas and will need to replace her.
- e. Homecoming: Bill Bowen to give report: We will be doing the Buffalo Chip competition again this year, prizes will be beer steins, Sharky's will provide burritos for the winners of the door decoration contest, Sharky's may need to CAP the amount of winners Bill will confirm what that cap is. Bill Craddock donated a gym membership to the Buffalo Chip winner as well. Need to figure out how to configure people's choice for the door decorating contest, Lynsee said to work with Betty she would know more.
- f. **Staff Development:** Lynsee reported, Blood Drive Review- 43 donors in June and 21 donors in July, 5 departments participated, \$7 was given to every donor on their Buff Card. Brain Breaks-Andrea has asked for the staff council be present, Mary suggested changing the time, Karen lunch and learn. Lynsee will send calendar invites for each Brain Break, Lynsee ask to vote do the snacks again and rotate who will pick up the snacks every time so S.C. is not charged for delivery of orders under \$50? Mickey moved to vote on staff council doing the snacks and appointing someone to pick them up, Leo second. All voted and the vote was passed.

7. Old Business:

- **a.** Aramark- CANNOT be a part of Staff Council because they were never a member of the WT Staff, SSC will eventually phase out as previous WT members leave the university and Staff Council.
- **b.** Staff Council Photos please send to Mary.
- **c.** G: Drive-Should have everyone on it.
- 8. New Business:
 - **a.** Attendance- Lynsee read off the attendance bylaws and will notify everyone who has not come to a meeting about the requirement.
 - **b.** Staff Remembrance Tree outside the Post Office- Thomas will check with Larry to see what can be done in the space whether a new tree or adding irrigation. More information to come.
- 9. Other Business: none
- **10. Adjournment:** adjourned the meeting at 3:11p.m.

Next Staff Council meeting is Thursday, September 8th, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by, Secretary Megan Whitten