

Staff Council Meeting Minutes – October 12, 2017

Attendance – 6 meetings since June 2017 and one guest, Darcy Webber, was present.

| 2017-2018 Staff Council Member | Term | EEO Category | Present | Meetings Attended Since June 2017 |
|--------------------------------|------|--------------|---------|-----------------------------------|
| Adams, Amie | 2018 | SSC | Y | 5 |
| Allen, Thomas | 2018 | SSC | Y | 4 |
| Andersen, Rik | 2019 | EEO 3 | Y | 6 |
| Bowen, Bill | 2018 | EEO 1 | Y | 6 |
| Brown, Randy | 2019 | EEO 1 | Y | 2 |
| Fox, Karen | 2018 | EEO 4 | Y | 4 |
| Haasl, Lora | 2018 | EEO 3 | Y | 5 |
| Hampton, Nancy | 2018 | EEO 1 | N | 4 |
| Ince, Ryan | 2019 | SSC | N | 2 |
| Kopke, Kim | 2018 | EEO 4 | Y | 6 |
| Lawson, Amanda | 2019 | EEO 5-7 | Y | 1 |
| Lively, Darcy | 2018 | EEO 3 | Y | 2 |
| Peacock, Nicolas | 2018 | EEO 5-7 | Y | 3 |
| Reid, Leo | 2018 | EEO 3 | N | 3 |
| Sanders, Nikky | 2018 | SSC | Y | 6 |
| Seymour, Max | 2019 | EEO 1 | Y | 5 |
| Shea, Tracy | 2019 | EEO 1 | Y | 5 |
| Simmons, Shawna | 2019 | EEO 1 | Y | 4 |
| Vinyard, Michelle | 2018 | EEO 3 | Y | 5 |
| Whitten, Megan | 2018 | EEO 4 | Y | 5 |
| Wilson, Kina | 2019 | EEO 4 | Y | 3 |
| Womble, Lynsee | 2018 | Ex Officio | N | 4 |

1. **Call to Order** – Megan called the meeting to order at 2:04pm
2. **Review of Minutes from previous meeting, September 28, 2017**
 - a. Michelle moved and Amie seconded to approve the minutes. All voted in favor of approval.
3. **Treasurer’s Report** – no report
4. **Staff Council Subcommittees**
 - a. Employee of the Month (Chair – Michelle Vinyard)
 - i. Michael Reagan from Information Technology is Employee of the Month for October 2017. Reception to be held October 25th at 10:30am. Please note the change in time.
 - ii. Update about Questionnaire: One of the questions invites the nominee to explain why they chose to work at WT.
 - b. Scholarship & Tuition Assistance (Chair – Lora Haasl)
 - i. The bulk of the work this committee is responsible for happens during the Spring semester.
 1. Student Employee Appreciation Luncheon
 2. Tuition Assistance applications reviewed

- c. Staff Appreciation (Chair – Karen Fox)
 - i. Date for the event later this month to be determined.
 - ii. Candy bars will be given to staff in November.
- d. Election Committee (Chair – Lynsee Womble) - no report
- e. Homecoming (Chair – Bill Bowen)
 - i. Presented updated information about Buffalo Chip and Door Decorating contests. Thanked committee for their work. Good job!
 - 1. Buffalo Chip contest
 - a. Staff had fun figuring out clues.
 - b. Daily prizes were \$20 gift card from WTAMU Bookstore and \$20 Buff Cash plus a Starbucks reusable cup.
 - c. Drawing for Buffalo Chip Contest Winner to be held October 13th.
 - 2. Door Decorating contest
 - a. Thanks to Mary Rausch for taking pictures of decorated door entries.
 - b. There were some voting glitches which have been addressed.
- f. Staff Development (Chair – Darcy Lively)
 - i. University Christmas Party - Ginger Bread House Decorating Contest
 - 1. More information available next month.
 - ii. Birthday Day Off
 - 1. This benefit began when Staff Council was formed and is currently managed by Human Resources.
 - 2. Current guidelines stipulate that the day off is to be taken on their birthday or within 30 days afterward and due to work flow some staff have not been able to take the time off.
 - 3. Discussion ensued about options to resolve. Tracy moved and Michelle seconded to allow staff members to take a Birthday Day Off at the discretion of their Supervisor within 365 days on or after their birthday. Motion unanimously passed. Megan will contact Human Resources to find out if current guidelines can be changed.

5. New Business

- a. Darcy Webber presented about Buffs Connect Alert System which is an organized way to make staff members aware that a fellow staff member may be in distress. Discussion followed the presentation. No formal vote took place although the consensus of the group was that this is something worthwhile to pursue. Darcy agreed and will keep Staff Council updated as needed.

6. Adjournment – 2:29pm

- a. Rik moved for adjournment and Amie seconded the motion. This motion unanimously passed.

Next two meetings are scheduled for **October 26, 2017** and November 9, 2017 at 2pm in the JBK Buff Branding Room. If the October 26th meeting is not needed then it may be cancelled by October 23rd.

Respectfully submitted by, Secretary Kim Kopke