

## **Minutes from December 9, 2021**

### **Call to Order**

- Dane called the meeting to order at 2:04 p.m.

### **Approval of previous meeting minutes**

- Dane presented the minutes from the Nov. 11, 2021 meeting. Leo made a motion to approve the minutes with changes to the attendance record brought up by Abby, which was seconded by Jeremie. It was approved by all.

### **Updates and comments from the President**

- Dane said that the President's Office has two new employees. Jennifer Donahue is the administrative coordinator.
- Dane asked the committee chairs to update the folders in the G drive to help the next person who fills that role next year.
- Once the tuition waiver for employees, their spouses and dependents goes into effect this summer, those using that will no longer be eligible for University funded assistance. This will mean that the scholarships provided by Staff Council will no longer be used after the spring semester.

### **Staff Council Subcommittees**

- Employee of the Month – Berlin
  - Lauren Gaston is the November 2021 EOM, and her reception is on Jan. 11, 2022.
- Treasurer and Scholarship Committee – Lauren
  - There are some expenses rolling in from the Thanksgiving event.
  - There were no many scholarships awarded, and the committee is still waiting on approval from Scholarship Services to award more scholarships.
  - Abby made a motion to approve the Treasurer's Report as presented, which was given a second motion by Leo. It was approved by all.

- Staff Appreciation and Events – Beth
  - The committee is working with the Spirit Committee to put on the Happy Holiglaze event, which is a Christmas celebration with donuts and kolaches. David will host the event at the Amarillo Center, as well. Sami offered to help David in Amarillo.
- Spirit Committee – Brittny
  - Homecoming is wrapped up, with only Financial Aid needing their prize, which is buffalo cookies.
- Professional Development Committee – Abby
  - Abby sent out an email about the book club, and asked that members respond to the survey, especially if they are interested in participating.
  - Abby asked if we wanted to include student workers in the book club, and Leo suggested we start with full-time staff.
  - Abby also reported that the Gallery of Excellence reception went very well.
- Communication and Outreach Committee –Sami
  - Things are going well to date. Sami asked Amanda to share about social media. Amanda reported that social media is scheduled through January. There will be a Facebook contest held, and Amanda expressed gratitude for the donations.
- Election Committee – Carolina
  - Because of Barbara Palmer’s retirement, there is a seat to be filled, which will be taken by Austin Farley, assistant director in Recreational Sports. His term will go through May 2023, and he will fill Barbara’s role on the committees through May 2022.

### **New Business**

- Dane said it was time to plan spring and summer events, such as the I Caught You Caring Campaign around Valentine’s Day, and something for the week of Spring Break that might be St. Patrick’s Day related. The Summer Fun Fest will be held after the committee chairs are different, but the current chair can start laying a foundation to hand over to the next chair.

- There have been many additions to the storage closet that Staff Council now has in the HR offices on the third floor of Old Main. We need someone to take responsibility for inventory of the closet to prevent us from buying more than we need. Amanda suggested that it seemed to fall under the secretary's duties, and she agreed to take over the inventory process. Julie and Jeremie volunteered to help with inventory.
- Dane also suggested that Staff Council create a cookbook. It could be offered by digital means or the group could print it and sell it for a fundraiser.

### **Announcements**

- Staff Council recognized Barbara Palmer for her service and wished her well in her retirement. Barbara said that Staff Council is probably the most fun thing at WT, and she loves the environment of the group. She worked for WT for more than 11 years. Cake and cookies were served.

### **Adjourn**

- Dane adjourned the meeting at 2:41 p.m.

Respectfully submitted by Amanda Rogers, secretary

# Staff Council



Treasurer's Report as of November 11 - December 8, 2021

## Staff Council Operating Fund / 11-0785021-92

Balance 11/11/2021		Opening Balance	\$7,637.04
	12-Nov	Print Shop	(\$90.00)
	22-Nov	Transfer from KWTS	\$100.00
	23-Nov	Print Shop	(\$5.52)
	29-Nov	Buff Gold Card Office	(\$25.00)
	30-Nov	The Cake Company	(\$31.93)
	30-Nov	Amazon	(\$11.64)
	30-Nov	Amazon	(\$16.53)
	30-Nov	Amazon	(\$21.29)
		Ending Balance 12/08/2021	\$7,535.13

## Tuition Assistance Fund Scholarship / 11-0787001-92

Balance 11/11/2021		Opening Balance	\$146,130.00
		No Change	
		Ending Balance 12/08/2021	\$146,130.00

## Staff /Faculty Endowed Scholarship (Interest) / 50-0687212-92

Balance 11/11/2021		Opening Balance	\$2,588.98
		No Change	
		Ending Balance 12/08/2021	\$2,588.98

## Staff/ Faculty Endowed Scholarship (Principle) / 50-1687212-92

Balance 11/11/2021		Opening Balance	\$97,800.00
		No Change	
		Ending Balance 12/08/2021	\$97,800.00

## Staff/ Faculty Endowed Scholarship (Interest) / 19-0487115-92

Balance 11/11/2021		Opening Balance	\$4,242.34
		No change	
		Ending Balance 12/08/2021	\$4,242.34

## Staff/Faculty Endowed Scholarship (Principle) / 30-0689108-92

Balance 11/11/2021		Opening Balance	\$68,075.00
		No Change	
		Ending Balance 12/08/2021	\$68,075.00

## WTAMU Staff Leadership Scholarship (Interest) / 50-0687163-92

Balance 11/11/2021		Opening Balance	\$1,176.22
		No Change	
		Ending Balance 12/08/2021	\$1,176.22

Outstanding Items	Amount
Total Outgoing	
Operations Account Balance	
Adjusted Balance	0.00

<b>Staff Council Member</b>	<b>Term</b>	<b>EEO Category</b>	<b>Present</b>	<b>Attended Since June 2021</b>
Betts, Abigail "Abby"	2022	EEO 3	Y	5
Eatley, Julie	2023	WTAC	Y	5
Ellis, Sandra	2022	SSC	Y	6
Faltinek, Jerry	2023	EEO 3	N	6
Farley, Austin	2023	EEO 1	Y	1
Ferrara, Barbara	2022	EEO 5-7	N	3
Flatt, Kenneth	2023	SSC	Y	3
Freas, Mary	2023	EEO 4	Y	7
Galloway, Carolina	2021	EEO 1	Y	6
Gaston, Lauren	2023	EEO 3	Y	7
Glenn, Dane	2022	EEO 3	Y	7
Green, Ryan	2022	SSC	Y	4
Green, Samantha "Sam"	2023	EEO 3	Y	7
Lee, Brittny	2023	EEO 1	Y	7
McIntosh, Berlin	2022	EEO 4	Y	7
Middleton, Jeremie	2023	EEO 1	Y	7
Mowry, Beth	2023	EEO 4	Y	5
Palmer, Barbara	2023	EEO 1	Y	7
Reid, Leo	2022	EEO 1	Y	5
Rogers, Amanda	2023	EEO 4	Y	7
Thompson, Sami	2022	EEO 3	Y	3
Webber, Darcy	2022	EEO 3	Y	5
Wilson, David	2023	EEO 3	Y	5
Wopperer, Jamie	2023	SSC	Y	2
Young, Sonja	2023	EEO 5-7	N	4