

Staff Council Meeting Minutes – September 18, 2012

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	N	5	4
Black, Amber	2013	3	Y	5	4
Bolwahn, Patrick	2013	1	Y	5	4
Brackett, Stephanie	2013	1	Y	5	5
Dill, Cheryle	2013	4	N	5	3
Glenn, Bryan	2013	1	Y	5	3
Harvell, Julie	2013	5	Y	5	4
*Hobbs, Misty	2013	5	Y	5	1
Hoover, BethAnn	2014	3	Y	5	5
Hunter, Larry	2014	6	N	5	2
McNutt, Tracy	2014	4	Y	5	4
Rausch, Mary	2014	3	Y	5	5
Reed, Jamey	2014	7	Y	5	4
Roach, Trey	2014	3	N	5	3
Stevenson, Lana	2014	1	Y	5	4
Thompson, Cynthia	2014	7	Y	5	4
Washington, Linda	2014	4	N	5	4
White, Andrew	2014	4	N	5	3
Workman, Zach	2014	1	Y	5	5
**Wright, James	2012	7	Y	5	2

*Filling the remainder of Dwaina Six's term.

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

3. **Review of Minutes from August 22 meeting:** Amber motioned to approve the minutes as written, and Julie seconded. All voted to approve the minutes as written.

4. **Treasurer's Report:** Patrick reported that the opening balance for the Operating Fund was \$2,334.26. There was a 2013 budget allocation deposit of \$3,290.00 and expenditures for Employee of the Month and Employee of the Year receptions, including supplies, and the last of the blood drive deposits. The ending balance for the Operating Fund was \$4,582. There was discussion of the scholarship spending accounts and what restrictions/requirements are there and why. There has been no change in the interest-bearing accounts.

5. Committees:

- a. **Election Committee:** The committee met by email for the election of a new EEO 5 member—Misty Hobbs. Stephanie will email a list of EEO categories soon.
- b. **Scholarship Committee:** The committee did not meet, since there was no need to meet at this time. We might think about increasing the scholarship amount.
- c. **Tuition Assistance Committee:** Amber has notes from last year, which she will give to BethAnn, who is chairing the committee this year. Perhaps marketing or advertising to let people know this money is available –send out emails, etc.
 - i. BethAnn has some ideas for fundraising with the Student Appreciation Luncheon, which has been a Staff Council fundraiser in the past. Student Employment may be able to support that event, especially if Staff Council helps sell tickets, decorate, help out during the luncheon. BethAnn will check on this.
- d. **Staff Appreciation Committee:**
 - i. Root Beer Floats--Tracy talked to Blue Bell Ice Cream, and the big containers of ice cream are \$22.49 each, and have about 50-60 scoops in them. Root beer is \$9.20 for a case of 12-oz. cans. The plan is to have "Staff Council is ROOTing for You" root beer floats during Homecoming in place of the Summer Chillin' (which had to be cancelled due to the JBK renovations). Maybe have this out by the buffalo statue, and have staff show an email ticket (either printed or on their smartphone) to get a float. We do need to make reservations, especially if this event is in the JBK. Blue Bell does have a small ice cream cart, which they will let us borrow. The committee will take charge of the event, but will be glad to have help.
 - ii. I Caught You Caring—personalize this event by having the nominator write down what their nominee did to be "caught caring." Maybe a gift certificate for a cookie, a candy bar, money on Buff Gold cards, soda and cookie or chips, make your own trail mix were all ideas to go along with the I Caught You Caring card. The "You Make a Difference" event passes out candy bars.
 - iii. Patrick will look at the last three years of spending on Summer Chillin', I Caught You Caring, and You Make a Difference.
- e. **Staff Development Committee:** Andrew was not able to be at the meeting, so Zack asked for some guidance, especially since there is no money in the budget for programming. The committee could promote training by university offices, and also take advantage of the expertise of staff on campus. For example, Amber, Stephanie and BethAnn are all certified in True Colors; the Fish Principles of Customer Service, a calendar of events for training.

- f. **Homecoming Committee:** Will meet this month. Discussed making the voting system for Homecoming Doors a fundraiser for Staff Council or do a Qualtrics survey rather than judges (Amber has the Staff Council Qualtrics account set up). Set up a jar by each door to collect money. Discussion of what money collected should be used for—scholarships, staff appreciation, SECC? Most likely something for staff appreciation.
 - g. **Employee of the Month Committee:** Employee of the Month for August will be announced once Amber has had a chance to notify that person's supervisor. Voting for the September EoM will take place soon.
- 6. Old Business:**
- a. **Meeting with Gary Barnes:** Stephanie and Bryan met with Gary Barnes. The Staff Excellence and Service awards were transferred to Personnel, along with financial accounts. This led to a discussion of what the various accounts were and how they could be used. Unallocated Interest Income is interest from accounts at Wells Fargo, and that is distributed by Dr. O'Brien and Gary Barnes. The Principal Funds need to have a certain amount of money in the account, and the interest is what we can actually spend, depending on the custodian agreements on file in the Business Office. Julie will do some research on the custodians of accounts and the history, especially on those that haven't been used in a while. Tracy motioned to move forward with this, and Lana seconded. All approved.
 - b. **Election Results for EEO 5:** Welcome to Misty Hobbs!
- 7. New Business:**
- a. **Ice Cream/Root Beer Floats:** We can easily cover this with our balance, and we had budgeted for the Summer Chillin'. Bryan motioned to move forward with this, and Amber seconded. All approved.
 - b. **Staff Council Facebook page:** Bryan has administrative rights to this.
- 8. Adjournment:** Bryan motioned to adjourn and Tracy seconded. All approved. The meeting was adjourned at 3:07 p.m.