

Staff Council Meeting Minutes – October 10, 2013

1. **Call to Order:** Misty called the meeting to order at 2:04 p.m.

2. **Attendance:**

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	6	6
Brackett, Stephanie	2013	1	Y	6	4
Hobbs, Misty	2015	5	Y	6	5
Hunter, Larry	2014	6	N	6	0
Imke, Julie	2015	1	Y	6	4
McDonald, Rana	2015	3	Y	6	6
McFadden, Michelle	2015	1	Y	6	4
McNutt, Tracy	2014	4	Y	6	5
Parker, Aaron	2015	7	Y	6	3
Rausch, Mary	2014	3	Y	6	5
Reed, Jamey	2014	7	Y	6	4
Roach, Trey	2014	3	N	6	4
Stevenson, Lana	2014	1	Y	6	4
Thompson, Cynthia	2014	7	N	6	0
Tonne, Betsey	2015	4	Y	6	4
Washington, Linda	2014	4	N	6	3
White, Andrew	2014	4	N	6	2
Workman, Zack	2014	1	Y	6	6
*Wyckoff, Eppie	2014	3	N	6	4
Zellers, Barb	2015	5	N	6	5

*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from September 19, 2013 meeting:** Carla moved to approve the minutes as emailed, and Tracy seconded. All voted to approve the minutes as emailed.

4. **Treasurer's Report:** Zack reported on the Operating Fund. There was a donation from Tracy (thanks Tracy!), and several outstanding items had been paid:

- a. Ice Cream Social for Employee of the Year reception: \$262.50. Steve Knadle from Aramark was able to help us cut costs for the Employee of the Year Ice Cream social. If we get in touch with him early in the planning process for next year's event, it will be easier for him.
- b. Parking permits for the 12 Employee of the Month winners: \$480.
- c. Popcorn Appreciation (Pop In and Take a Break): \$24.90.
- d. Snack Appreciation (Pop In and Take a Break): 153.28.
- e. Employee of the Month plaque: \$37.50. Thanks to Betsey for getting a traveling EoM plaque.

- f. Homecoming Door/Space trophies: \$49.50. Thanks to Stephanie for getting 3 traveling trophies for the winners.
- g. Golden Buffalo Chip winner: \$100. Congrats to Patti Patterson on finding the Golden Buffalo Chip!
- h. Staff Appreciation "You Make a Difference" candy: 260.82.

The beginning balance for the Operating Fund was \$7097.20, with a \$20 contribution = \$7,117.20. The above expenditures amount to \$1,368.50, which leaves an ending balance of \$5,748.70 in the Operating Fund.

Also, three Tuition Assistance scholarship had been paid (\$1,000 total), which leaves a balance of \$166,112.40 in the Tuition Assistance account. Tracy moved to accept the Treasurer's report as presented and Aaron seconded. All voted to accept the report as presented.

5. Old Business:

- a. **Employee of the Month:** Debbie Carter in Athletics is the October Employee of the Month. Her reception will be on Wednesday, October 23 at 4:15 p.m. in the lobby of the Athletic Administration offices in VHAC 214.
- b. **Staff Tuition Assistance:** Still waiting on information requested from SSC.
- c. **Homecoming Committee:** Committee members received a few complaints about the online voting process, mainly about people voting more than once for entries. Next year, the online poll will be set up so that only one vote can be received from each computer. They hid the Golden Buffalo Chip on Sunday evening (it was very well hidden!). The Chip needs to be repainted gold (it's more of a mud color right now), and a "return to Staff Council" sticker should be put on the bottom. Another suggestion was to have each participating department be responsible for submitting their own photo/Vine video, and then be responsible for printing out the text number for their door/space.

6. New Business:

- a. **Staff Appreciation in October:** The Staff Appreciation Committee is putting together the You Make a Difference appreciation for October. It will be candy bars with 2 labels, 1 campus address label, and 1 that says something similar to "Thank You. You Make a Difference! WTAMU Staff Council." The committee has the candy bars and the address labels are printed out. The committee will need help in delivering the candy bars. Aaron and Stephanie volunteered to help, as did a couple of others. Aaron recommended that the candy be separated by building (Old Main, VHAC, Mary Moody Northen, ...) for easy delivery.
- b. **Costume Contest:** Misty brought forward a request to hold a staff Halloween costume contest. Would we judge it? Does it need to be approved by President O'Brien first? Would there be limitations to costumes since Halloween is on a work day (October 31 is a Thursday)? There isn't enough time before Halloween this year to work out the details for it.

7. Other Business:

- a. **Blood Drive:** There will be a blood drive in JBK Legacy Hall on October 14-17 from 9 a.m. to 6 p.m. each day (Monday through Thursday of next week). Donors will receive a Vein Drain t-shirt and one free haunted house ticket to either the Sixth Street Massacre or the Chainsaw Massacre Haunted House.

- b. **Library Databases handout:** Mary reminded everyone that the Cornette Library databases are freely available to anyone who comes in to the library. University faculty, staff, and students may also access the databases remotely. There are several general interest databases (Hobbies & Crafts Resource Center, Home Improvement Resource Center, Small Engine Repair Reference Center, to name a few), in addition to the academic and scholarly databases. A list of the Cornette Library databases is available at <http://infoguides.wtamu.edu/databases/>
8. **Adjournment:** Aaron moved to adjourn the meeting, and Tracy seconded. The meeting adjourned at 2:32 p.m.

Next Staff Council meeting is Thursday, **November 14**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary