

## Staff Council Meeting Minutes -- March 27, 2014

1. **Call to Order:** Misty called the meeting to order at 2:11 p.m.

2. **Attendance:**

\*Filling the remainder of BethAnn Hoover's term.

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	N	11	8
Brackett, Stephanie	2013	1	Y	11	8
Hobbs, Misty	2015	5	Y	11	10
Hunter, Larry	2014	6	N	11	0
Imke, Julie	2015	1	N	11	7
McDonald, Rana	2015	3	N	11	8
McFadden, Michelle	2015	1	Y	11	7
McNutt, Tracy	2014	4	Y	11	9
Parker, Aaron	2015	7	Y	11	7
Rausch, Mary	2014	3	Y	11	10
Reed, Jamey	2014	7	N	11	5
Roach, Trey	2014	3	N	11	6
Stevenson, Lana	2014	1	Y	11	8
Thompson, Cynthia	2014	7	N	11	0
Tonne, Betsey	2015	4	Y	11	8
Washington, Linda	2014	4	Y	11	5
White, Andrew	2014	4	Y	11	8
Workman, Zack	2014	1	Y	11	11
*Wyckoff, Eppie	2014	3	Y	11	8
Zellers, Barb	2015	5	N	11	9

3. **Review of Minutes from February 20 meeting:** Linda noted that the number of meetings held since May 2013 should be 10, and not 8 as reported in the minutes. Tracy moved to accept the minutes as corrected, and Aaron seconded. All voted to approve the minutes as corrected.

4. **Treasurer's Report:** Zack reported on the Operating Fund. The beginning balance was \$5,232.16. Expenses included 2 Employee of the Month receptions for January and February (\$83.32); payments for the I Caught You Caring Campaign (\$346); Employee of the Month photos for the December EoM (\$6); and the New Employee luncheon for February (\$67.50), for total expenditures of \$502.82. The ending balance was \$4,729.34. The outstanding items include Employee of the Month photos (\$30), and the Active Shooter Training session reception (\$30.45), for a total of \$60.45 outstanding. The adjusted ending balance is \$4,668.89. The rest of the funds had no change from February 2014. Aaron moved to accept the Treasurer's report as submitted, and Tracy and Betsey seconded. All voted to approve the Treasurer's report as presented.

## 5. Old Business:

- a. **Staff Tuition Assistance/Scholarship update:** Misty has sent a number of emails to Lance Ortiz so the instrument can be updated with the recently approved wording. He is quite busy, but will get to it.
- b. **Student Appreciation Luncheon:** Eppie gave us a quick update on the Student Appreciation Luncheon, scheduled for Wednesday, April 9. Everyone on Staff Council should have had tickets delivered to them. A campus-wide email has gone out as well. Career Services asked for help in setting up Legacy Hall for the luncheon beginning at 10 a.m. Linda sent around a sign-up sheet to help out at the luncheon. Zack asked that IDRs be sent to him. If IDRs are sent to the Business Office, please send him a copy.
- c. **Staff Council Elections in April:** Misty has ballots for each EEO category ready to go out. Staff Council membership will be reduced from 20 members to 17 due to the outsourcing to SSC. The changes in representation by category are:
  - i. **EEO 1:** from 5 members to 4
  - ii. **EEO 3:** from 5 members to 6
  - iii. **EEO 4:** from 4 members to 3
  - iv. **EEO 5:** 2 members (no change)
  - v. **EEO 6:** 1 member (no change)
  - vi. **EEO 7:** from 3 members to 1

SSC is welcome to send a representative to Staff Council meetings. There was a question about who was eligible for election to Staff Council: a person has to be a full-time employee and have worked a full calendar year by April 1. There was a question about who could be elected Staff Council President. The by-laws state: "Only council representatives with at least one year of membership experience are eligible to serve as president. This requirement is waived if there are no current representatives with one year of membership experience." (Article V, Section 2 of Staff Council by-laws.)

## 6. New Business:

- a. **Staff Appreciation:** Andrew brought up perhaps contracting out for a massage therapist, manicurist, barber, to come to campus once a month. (Employees would pay for this, not Staff Council). It would have to be worth this person's time to come to campus. How many people would need to sign up to make it worthwhile? Some research will need to be done on this. Perhaps have one person come each week—massage therapist/chair massage one week, manicurist the next week. We could "push" Staff Council events, Employee of the Month nominations, etc.
- b. **All Staff Meeting:** This has been rescheduled to Thursday, May 8 at 3 p.m., which conflicts with the Staff Council meeting scheduled for 2 p.m. When should we meet? The group decided to meet a week earlier, on May 1, at 2 p.m.

7. **Adjournment:** There being no other business, Stephanie moved to adjourn, and Tracy seconded. Misty adjourned the meeting at 2:40 p.m.

Next Staff Council meeting is Thursday, **April 10**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary