

Staff Council Meeting Minutes – April 9, 2020

Attendance –11 meeting since June 2019

2019-2020 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2019
Braughton Kendra	2020	EEO 5-7	Y	8
Castagnetta, Tamara	2021	EEO 3	Y	9
DePue, Brooke	2020	EEO 3	Y	9
Eller, Ashley	2020	EEO 4	Y	10
Fisher, Nanna	2020	EEO 3	Y	9
Galloway, Carolina	2021	EEO 1	Y	6
Hall, Ronnie	2021	EEO 3	Y	7
Johnson, Brandon	2020	EEO 5-7	N	1
Kotara, Rick	2020	SSC	N	0
Mayo, Jeff	2020	EEO 4	Y	10
McKinley, Steven	2020	SSC	N	8
Melcher, Dana	2021	EEO 1	Y	9
Pacheco, Brandy	2020	EEO 4	Y	8
Palmer, Barbara	2020	EEO1	Y	8
Paschel, Alyssa	2021	EEO 3	N	9
Reagan, Michael	2020	EEO 3	N	5
Riggs, Cindy	2020	SSC	Y	8
Rosales, Misael	2020	SSC	Y	9
Seymour, Max	2019	Ex Officio	Y	8
Stocker, Betty	2021	EEO 4	Y	8
Sulik, Jeff	2021	EEO 1	Y	8
Wilson, David	2020	EEO 3	Y	10

1. **Call to Order** – David called the meeting to order at 2:00 p.m.
2. **Review/Approval of Minutes from previous meeting**, March 12, 2020
 - a. Barbara motioned for approval, motion seconded by Nanna - Minutes approved
3. **Old Business**
 - a. Reminder: “HOW TO Binders” for your committees on the Staff Council g-drive are due this month
4. **Treasurer’s Report**
 - a. Review of report from March 13, 2020 through April 8, 2020
 - b. Ashley corrected names on sheet to match names on chart of accounts
 - c. Treasurers report approved

5. Staff Council Subcommittees

- a. Treasurer & Scholarship
 - i. Committee submitted their How To Binder and asked for feedback from David
 - ii. Dana requested to spend money from tuition assistance fund for 10 pending request for Summer 2020; this is not an increase in requests, but an increase in amounts for assistance
 - 1. Ashley said the tuition assistance amount on the Treasurer's report is accurate and thought it was a good idea
 - 2. Max suggested not overspending on tuition assistance accounts as in the past, enrollment could drop and there would be less money available
 - 3. David had spoken with the President regarding the change where the money is paid for hours not a fixed amount so they could look at it on a case by case basis
 - 4. Dana will email the numbers and what she anticipates for May 2020 so they can make a decision, The payment deadline is May 27, 2020 and Dana said she needed two to three days in advance for a submission deadline
 - iii. Betty encouraged people to take advantage of the tuition assistance
 - iv. Ashley commented that having Dana and Tamara on the Treasurer and Scholarship Committee is an asset for this and future Staff Council Committees
- b. Employee of the Month
 - i. Betty announced that Kyle Hawbaker was chosen Employee of the Month for March 2020 and that an all university email had been sent out stating that a reception would be held at a later date
 - ii. Jeff M. told the council that the President's Office would hold a reception at a later date for any recipients who missed a reception
- c. Staff Appreciation and Events
 - i. Carolina said the committee has worked on their how to binder and will submit it for review/approval
- d. Spirit Committee
 - i. Ashley spoke for Michael and said that the All-Staff Meeting had been postponed and will be rescheduled at a later date
 - ii. David suggested they still solicit departments for prize donations, but be aware that budgets may have been hit due to COVID-19
 - iii. David is in charge of prize acquisition for the All-Staff Meeting, please contact him if you wish to donate
- e. Professional Development
 - i. Brooke said they are working on their how to binder
 - ii. The Staff Council Concerns flyer is on their radar
 - iii. Suggested having a Community Service Project Day when possible
- f. Communications and Outreach
 - i. Nana said they have not been posting as normal due to everyone being overwhelmed with other emails and the transition of working from home
 - ii. The committee will work on working from home ideas to email out
 - iii. David said that the response to West Texas Wednesday emails have been good
- g. Election

- i. Max said nomination emails went out and there is a moratorium due to COVID-19
- ii. Max will work on sending acceptance emails out to nominees and that we had enough nominations in each category, but he is hesitant to send out now during the quarantine, but will do what is needed; Betty suggested he get everything ready to go to send when we get back on campus
- iii. Nanna said the All-Staff announcement has been postponed
- iv. There was discussion on election deadlines in the bylaws and how strict the council would need to adhere to them; Max asked for committee ideas: Ashley said it wasn't a priority maybe; Nanna suggested we may need more time for a better voting turn-out; David suggested we establish an amount of time to suspend bylaws for elections and committee members who fall off in May continue to serve if they wish and that we vote on it each month to postpone as needed; Jeff S. made a motion for one month postponement, Ashley seconded the motion, motion passed

6. New Business

- i. David said that the President wanted to know how remote working was going with everyone; Council members said that it could be distracting and lonely, some missed the double monitors at their desk, some were using their dining room tables for their desk, some loved working remotely and they wanted to thank the President for allowing them to work remotely
- ii. David asked the Council to think of ways we can reach out to staff to increase morale and to engage even though we aren't on campus
 1. Carolina suggested calls to staff similar to the calls to students, Ashley agreed and Barbara suggested an email instead; Max estimates that there are 600 staff; Ashley suggested to divide the list up and call over a period of weeks; Cindy said SSC would have difficulty when they are on campus; David asked Carolina to reach out to HR for staff emails and phone numbers

7. Final Comments from the President

- a. David asked council members to consider serving on the council even through postponement

8. Announcements

- a. The discussion on relaxed dress code and alternative summer hours has been postponed for now
- b. All-Staff meeting for June 3, 2020 has been postponed
- c. The Communicator is returning

9. Adjournment

- a. David adjourned the meeting at 3:06 p.m.

Next meeting is scheduled for May 14, 2020 at 2pm *via WebEx*.

Respectfully submitted by Secretary, Jeff Mayo