

WTAMU Staff Council Minutes October 25, 2011

1) Call to Order

The meeting was called to order by Bryan Glenn at 2:07 PM.

2) Attendance

Council Member	Term	Category	Present	Meetings Held Since May 2011	Meetings Attended Since May 2011
Black, Amber	2013	EEO 3	Y	6	5
Blake, Michelle	2012	EEO 1	Y	6	4
Bolwahn, Patrick	2013	EEO 1	Y	6	5
Brackett, Stephanie	2013	EEO 1	Y	6	5
Caid, Lisa M.	2012	EEO 4	Y	6	4
Dill, Cheryle	2013	EEO 4	Y	6	4
Fisher, Nanna	2012	EEO 3	Y	6	1
Glenn, Bryan	2012	EEO 1	Y	6	5
Greene, Lane	2012	EEO 3	Y	6	6
Harvell, Julie	2013	EEO 5	Y	6	5
Johnson, Mike	2012	EEO 7	N	6	3
King, Carol "Denaise"	2012	EEO 6	Y	6	5
Lueb, Chari	2012	EEO 4	Y	6	5
Neal, Herschel	2013	EEO 3	Y	6	5
Platt, RoseAnne	2012	EEO 4	Y	6	6
Porter, Andrea	2012	EEO 3	N	6	4
Salas, Victoria	2012	EEO 3	Y	6	4
Schawo, Carol	2013	EEO 7	Y	6	6
Six, Dwaina	2013	EEO 5	Y	6	6
Walker, DuBois "Dub"	2012	EEO 6	Y	6	6

3) August Minutes

RoseAnne moved to approve the September minutes, and Stephanie seconded. All voted to approve.

4) Treasurer's Report

Patrick updated the group on the Staff Council accounts. He reminded everyone to be sure and provide him with receipts in the event you make purchases for Staff Council.

5) Old Business

- a. Professional Development: Dwaina commented that he recent BIT training was excellent. The group discussed offering the training multiple times during the semester. We also discussed the need to have all staff complete the training. Lisa did an excellent job with registration.
- b. Exigency Planning Committee: Bryan explained that he, along with Steve Severn and Denese Skinner, have been chosen to become Master Black Belts in Lean Six Sigma. The books for Lean Six Sigma will be here soon. We are looking at doing a case study for the University of Houston. The University of Arizona has implemented Six Sigma, so we are looking at how they are using it on their campus. Bryan reminded us that Staff Council will be called upon to help train the staff. President O'Brien's goal is for everyone to receive training by March of 2013. The purpose is not to eliminate jobs, but to make us more efficient. Dr. O'Brien is covering the cost of the training and materials.
- c. Blood Drive: The blood drive was a huge success. Around 300 donated.
- d. Lean Six Sigma: See comments from "b" above.

6) New Business

- a. Blood Drive: See comments from "c" in Old Business.
- b. Homecoming Door Contest: The Homecoming Committee reported the results of the Homecoming Door Decorating Contest. Because we have issues with the contest ending in a tie, and this is an added pizza party expense, the committee recommended that all faculty/staff vote using an online survey for their favorite homecoming door. Also, we decided that the winners would receive a traveling trophy and a small plaque. RoseAnne made a motion to approve this recommendation, and Michelle seconded. All voted to approve. A suggestion was also made that the trophy could be presented during Faculty/Staff Convocation.
- c. Gingerbread House Competition: The group discussed how we would implement the Gingerbread House Competition. We decided to charge a \$15 entry fee per team which would cover the cost of the kit and raise some funds for Staff Council. The group also decided that faculty/staff would vote on the winner with change in jars in front of the houses at the faculty/staff holiday lunch. The team that raises the most money will win half of the money raised for their house. Lane made a motion to approve these recommendations, and Carol seconded. All voted to approve. The group also discussed inviting the kids from Kids College to enjoy the houses. Amber said she would visit with Darla.

7) Other Business

- a. Employee of the Month: Lane reminded the group to vote for Employee of the Month.
- b. Parking: The group expressed frustration that the contractors are parking in the faculty/staff spaces at the west end of the Classroom Center. Bryan said he would visit with the Physical Plant.
- c. Tuition Assistance: The Tuition Assistance Committee made a proposal for the Tuition Assistance policies. The recommendations included continuing to offer \$500 for faculty/staff, and increasing the amount of the dependent scholarship from \$125 to \$150. Also, the group recommended that students who are taking leveling classes should be allowed to receive

- scholarships. Patrick made a motion to approve, and RoseAnne seconded. All voted to approve. The committee will get the information to Personnel and Scholarship Services.
- d. System Meeting: Patrick attended a system-wide staff council meeting where they shared ideas. He presented to us some of the different ideas he learned from other system schools.

8) Adjournment

Bryan adjourned the meeting at 3:19 PM.

Respectfully submitted by Amber Black, Secretary