

WTAMU Staff Council Minutes

December 20, 2011

1) Call to Order

The meeting was called to order by Bryan Glenn at 2:00 PM.

2) Attendance

Council Member	Term	Category	Present	Meetings Held Since May 2011	Meetings Attended Since May 2011
Black, Amber	2013	EEO 3	Y	8	7
Blake, Michelle	2012	EEO 1	N	8	5
Bolwahn, Patrick	2013	EEO 1	Y	8	6
Brackett, Stephanie	2013	EEO 1	Y	8	6
Caid, Lisa M.	2012	EEO 4	Y	8	6
Dill, Cheryle	2013	EEO 4	N	8	5
Fisher, Nanna	2012	EEO 3	N	8	1
Glenn, Bryan	2012	EEO 1	Y	8	6
Greene, Lane	2012	EEO 3	Y	8	8
Harvell, Julie	2013	EEO 5	Y	8	6
Johnson, Mike	2012	EEO 7	N	8	4
King, Carol "Denaise"	2012	EEO 6	N	8	5
Lueb, Chari	2012	EEO 4	Y	8	7
Neal, Herschel	2013	EEO 3	Y	8	7
Platt, RoseAnne	2012	EEO 4	Y	8	7
Porter, Andrea	2012	EEO 3	Y	8	6
Salas, Victoria	2012	EEO 3	N	8	5
Schawo, Carol	2013	EEO 7	N	8	6
Six, Dwaina	2013	EEO 5	Y	8	8
Walker, DuBois "Dub"	2012	EEO 6	N	8	7

3) November Minutes

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

4) Treasurer's Report

Patrick explained that the pizza parties for the Homecoming Door Decorating Contest have been expensive. There was also a charge for parkas for the judges of the contest from the bookstore, as it rained on the day of judging. The IDR's for the Gingerbread House Contest have not come through the account yet.

5) Old Business

- a. Professional Development: Lisa reported that she is hopeful that the accessibility training for emails can be used as Staff Development Training. Amber also suggested that the BIT Training be repeated this semester. Dwaina suggested that it be held every semester.
- b. Gingerbread House Contest: Dwaina reported that the contest was not the fundraiser we had hoped for, but we had lots of positive feedback from departments. The Christmas Party Committee also thought it was a great addition to the party, and would like for it to be repeated. Dwaina asked for suggestions on how to improve the event.
- c. Student Employee Appreciation Luncheon: There were questions raised about how Aramark charges for the event. It was agreed that we would continue to sell tickets for the event.

6) New Business

- a. Lean Six Sigma: Denese Skinner and Steve Severn are being trained to roll out Lean Six Sigma to the University. Denese has been working on a project in Student Employment Services to improve the time it takes for students to be put on University payroll after turning in their packet. So far, she has completed a process map and has discussed with those involved why each part of the process is done. This involved a four hour meeting, and some quick fixes were identified. The time has been reduced to 3 days. She is now checking to see if this is sustainable, and is determining the cost savings. A future project that has been identified is the amount of time it takes for checks from donors to be processed. The goal of the project is to save money and eliminate frustrations.

7) Other Business

- a. Tuition Assistance: Patrick suggested we modify the application to include an appeal process. Lane made a motion to approve, and Julie seconded. All voted to approve.
- b. Employee of the Month: Pattie Cloe is the November Employee of the Month. She requested that no reception be held. Andrea agreed to create and send an email to request nominations for Employee of the Month.

8) Adjournment

Stephanie moved to adjourn at 2:29 PM, and RoseAnne seconded.

Respectfully submitted by Amber Black, Secretary