

WTAMU Staff Council Minutes

June 14, 2011

1) Call to Order

The meeting was called to order by Bryan Glenn at 2:02 PM.

2) Attendance

| Council Member | Term | Category | Present | Meetings Held Since May 2011 | Meetings Attended Since May 2011 |
|-----------------------|------|----------|---------|------------------------------|----------------------------------|
| Black, Amber | 2013 | EEO 3 | Y | 2 | 2 |
| Blake, Michelle | 2012 | EEO 1 | Y | 2 | 1 |
| Bolwahn, Patrick | 2013 | EEO 1 | N | 2 | 1 |
| Brackett, Stephanie | 2013 | EEO 1 | Y | 2 | 2 |
| Caid, Lisa M. | 2012 | EEO 4 | Y | 2 | 1 |
| Dill, Cheryle | 2013 | EEO 4 | Y | 2 | 1 |
| Fisher, Nanna | 2012 | EEO 3 | N | 2 | 0 |
| Glenn, Bryan | 2012 | EEO 1 | Y | 2 | 2 |
| Greene, Lane | 2012 | EEO 3 | Y | 2 | 2 |
| Harvell, Julie | 2013 | EEO 5 | N | 2 | 1 |
| Johnson, Mike | 2012 | EEO 7 | N | 2 | 0 |
| King, Carol "Denaise" | 2012 | EEO 6 | N | 2 | 1 |
| Lueb, Chari | 2012 | EEO 4 | Y | 2 | 2 |
| Neal, Herschel | 2013 | EEO 3 | Y | 2 | 1 |
| Platt, RoseAnne | 2012 | EEO 4 | Y | 2 | 2 |
| Porter, Andrea | 2012 | EEO 3 | N | 2 | 1 |
| Salas, Victoria | 2012 | EEO 3 | N | 2 | 0 |
| Schawo, Carol | 2013 | EEO 7 | Y | 2 | 2 |
| Six, Dwaina | 2013 | EEO 5 | Y | 2 | 2 |
| Walker, DuBois "Dub" | 2012 | EEO 6 | Y | 2 | 2 |

3) May Minutes

RoseAnne moved to approve the May minutes, and Dub seconded. All voted to approve.

4) Treasurer's Report

Bryan explained that Patrick was out, but would be updating the minutes and sending out to members of Staff Council.

5) Old Business

- a. Professional Development: Lane did not have anything to report, but will follow up next week regarding the training for Administrative Assistants to teach them how to go about obtaining computer access for new faculty/staff.
- b. Exigency Planning Committee: Bryan reported that the committee met last week. A new review process will be implemented, and all programs will be reviewed. No additional positions will be lost for 2011-12. This is due in part to the use of emergency funds. For 2012-13, cuts may be coming. Dwaina asked about the role of the Exigency Committee, and Bryan explained the role of the committee is to evaluate programs and expenses in light of the state budget shortfall.

6) New Business

- a. Blood Drive: Chari explained that the summer blood drive for the Coffee Memorial Blood Center has been supported financially in the past by Staff Council. Faculty and staff who give blood would receive \$5 on their Buffalo Gold Card, and Staff Council would give \$1 of the \$5. Council members agreed to continue this support. Bryan asked about a door prize for those who give, and agreed to try and get one donated. Cheryl explained that the card readers from athletics could be used to determine who gave blood, but Chari said that they have traditionally swiped cards at the JBK information desk. It was agreed that this would be the most feasible, and that a list could be given from the blood drive to verify donations.
- b. Committee Sign-Up: Bryan explained that Staff Council members were needed to serve on committees. Sign-up sheets were passed around, and the committees are as follows:
 - i. Elections Committee
 1. Andrea Porter
 2. Lane Greene
 3. Bryan Glenn
 - ii. Staff Appreciation Committee
 1. Stephanie Brackett
 2. RoseAnne Platt
 3. Chari Lueb
 4. Cheryle Dill
 5. Julie Harvell
 - iii. Scholarship Committee
 1. Victoria Salas
 2. Herschel Neal
 3. Cheryle Dill
 4. Dwaina Six
 - iv. Staff Development Committee
 1. Lisa Caid
 2. Dub Walker

- v. Tuition Assistance Committee
 - 1. Amber Black
 - 2. Chari Lueb
 - 3. Dwaina Six
 - 4. Julie Harvell
- vi. Homecoming Committee
 - 1. Andrea Porter
 - 2. Amber Black
 - 3. RoseAnne Platt
 - 4. Stephanie Brackett
- vii. Employee of the Month Committee
 - 1. Herschel Neal
 - 2. Michelle Blake
 - 3. Lane Greene

7) Other Business

- a. Employee of the Month: Lane is waiting for voting results, and will announce soon. Lane discussed how nominees were removed after 3 months, and asked if they could be extended longer. Herschel asked if they could be removed only if they were not receiving any votes. The issue was tabled for now, as Lane said he would review the procedures.
- b. Employee of the Year: Lane said the online ballot was up, and votes are due on June 15, 2011 at 5 PM. A reception is in the planning stages.
- c. Web Site: The group discussed that the web site needs updating with the names and pictures of new Staff Council members. Bryan said that he would arrange for new members to have photos next month with Rik Anderson. Also, it was agreed that minutes should be updated on the web site, and Amber will be attending the Web Editor Training given by Trey Roach in July.
- d. By-Laws: A brief discussion about the Staff Council By-Laws was held, and Bryan explained that they had not been amended since March 9, 2001. During the coming year, these may need to be reviewed.

8) Adjournment

- a. Stephanie moved to adjourn the meeting at 2:30 PM, and Lane seconded. All were in favor.

Submitted by Amber Black, Secretary