

Staff Council Meeting Minutes – November 20, 2012

1. **Call to Order:** Stephanie called the meeting to order at 2:03 p.m.
2. **Attendance:**

2012-2013 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2012	Meetings Attended Since May 2012
Banks, Carla	2014	4	Y	7	6
Black, Amber	2013	3	Y	7	6
Bolwahn, Patrick	2013	1	Y	7	5
Brackett, Stephanie	2013	1	Y	7	7
Dill, Cheryle	2013	4	Y	7	5
Glenn, Bryan	2013	1	N	7	4
Harvell, Julie	2013	5	Y	7	6
*Hobbs, Misty	2013	5	Y	7	3
Hoover, BethAnn	2014	3	Y	7	7
Hunter, Larry	2014	6	Y	7	4
McNutt, Tracy	2014	4	Y	7	6
Rausch, Mary	2014	3	Y	7	7
Reed, Jamey	2014	7	Y	7	6
Roach, Trey	2014	3	N	7	4
Stevenson, Lana	2014	1	Y	7	6
Thompson, Cynthia	2014	7	Y	7	6
Washington, Linda	2014	4	Y	7	6
White, Andrew	2014	4	N	7	4
Workman, Zach	2014	1	Y	7	7
**Wright, James	2012	7	N	7	3

*Filling the remainder of Dwaina Six's term.

**Filling the remainder of Carol Schawo's term.

3. **Review of Minutes from October 23 meeting:** Mary noted one correction on page 2 (changing "allocated" to "allocating"). Carla motioned to approve the minutes as corrected, and Tracy seconded. All voted to approve the minutes as corrected.
4. **Treasurer's Report:** Patrick asked if the Staff Council treasurer still needed to track the two accounts that are now administered by the Human Resources office (Personnel)—Service Awards and Staff Excellence Awards. Most thought it would cause confusion later on if these accounts were reported on the Staff Council Treasurer's report but not responsible for administering them. These two accounts will be dropped from future Treasurer's reports. Patrick reported that the operating fund has a balance of \$4,434.06. There were no outstanding requisitions or invoices as of Nov. 20. Cheryle moved to accept the treasurer's report as submitted and Carla seconded. All voted to approve the treasurer's report as submitted.

5. **Committees:** Stephanie requested that all committees meet by the January meeting, in person, by email, whatever works. Please keep track of anything done by the committee, who was contacted, what reservations were made, etc. in the committee's binder. This will help establish a history and a paper trail for that committee in the future.
 - a. **Tuition Assistance Committee:** Beginning planning for the student appreciation luncheon.
 - b. **Staff Development Committee:** There are CPR/AED classes available through Medical Services. They are free to students, faculty and staff.
 - c. **Homecoming Committee:** Pretty much done for the year. The committee will work on documenting how they came up with the Golden Buffalo Chip clues and the online voting for the Homecoming Door competition.
 - d. **Employee of the Month Committee:** Has been meeting on an ongoing basis.

6. **Old Business:**
 - a. **Gingerbread House Competition:** Since a date has not been set for the University's annual holiday luncheon (Communication and Marketing Services usually sets the date to correspond with Dead Day), Patrick motioned to table this discussion until next year, and Tracy seconded. All voted to table the discussion. If a date is scheduled, volunteers from Staff Council will probably be needed to help out.

7. **New Business:**
 - a. **Tuition Assistance:** Mary asked for more information about the tuition assistance scholarship. BethAnn said the wording of the instrument is pretty much finalized according to what was decided at the October 23 Staff Council meeting. What can be done to market the scholarship so that staff members know about it the changes? The Tuition Assistance committee does accept applications all year long. Any deadlines that might be in place are for brand new students. The online scholarship application form needs to be filled out, with the Tuition Assistance Fund Scholarship selected as one of the scholarship choices. One must also pick up a form in the Human Resources office for the Tuition Assistance Fund Scholarship. Amber recommended that we (Staff Council) investigate possibilities. Some ideas for marketing and general information include:
 - i. **Come up with a checklist on how to apply for the scholarships awarded by Staff Council;**
 - ii. **Link to the description of the scholarships available on the Scholarship List webpage;**
 - iii. **Have links added to the university's Faculty and Staff webpage.**

8. **Other Business:** None.

9. **Adjournment:** Linda moved to adjourn the meeting, and Cindy seconded. The meeting was adjourned at 2:31 p.m.

Next Staff Council meeting is **Tuesday, December 18 at 2 p.m.**

Respectfully submitted by Mary Rausch, Secretary.