

Staff Council Meeting Minutes – December 12, 2013

1. **Call to Order:** Misty called the meeting to order at 2:20 p.m.

2. **Attendance:**

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	N	8	7
Brackett, Stephanie	2013	1	Y	8	5
Hobbs, Misty	2015	5	Y	8	7
Hunter, Larry	2014	6	N	8	0
Imke, Julie	2015	1	N	8	5
McDonald, Rana	2015	3	Y	8	7
McFadden, Michelle	2015	1	N	8	4
McNutt, Tracy	2014	4	Y	8	7
Parker, Aaron	2015	7	Y	8	4
Rausch, Mary	2014	3	Y	8	7
Reed, Jamey	2014	7	Y	8	5
Roach, Trey	2014	3	N	8	5
Stevenson, Lana	2014	1	N	8	5
Thompson, Cynthia	2014	7	N	8	0
Tonne, Betsey	2015	4	Y	8	6
Washington, Linda	2014	4	N	8	3
White, Andrew	2014	4	N	8	5
Workman, Zack	2014	1	Y	8	8
*Wyckoff, Eppie	2014	3	M	8	5
Zellers, Barb	2015	5	Y	8	7

*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from November 14, 2013 meeting:** No corrections noted. Since we didn't have a quorum present, we could not vote to approve the minutes.

4. **Treasurer's Report:** Zack reported on the various accounts.

- a. The invoice for the October Employee of the Month reception and the new employee lunch had been posted, which was our only expenditure so far from the Operating Fund. The beginning balance of the Operating Fund was \$5,488.44, with a total expenditure of \$78.16, leaving an ending balance of \$5,410.28.
- b. The Tuition Assistance account paid out 40 allocations of \$250 or \$500 to employees. The beginning balance was \$166,152.40, with a total expenditure of \$18,000.00, leaving an ending balance of \$148,152.40.
- c. The Staff Leadership Scholarship Interest account had three employee scholarship allocations of \$225 or \$500. The beginning balance was \$1,765.02, with a total expenditure of \$700.00, leaving an ending balance of \$1,065.02

A quorum was not present, so we could not vote to approve the Treasurer's report.

5. Old Business:

- a. **Tuition Assistance:** In order to change the wording on the scholarship instrument, we need to decide on the wording and then vote to approve it. The updated scholarship instrument is then submitted to Lance Ortiz. Some items to be changed and/or updated:
 - i. The allocation amounts were changed last year. That needs to be reflected in the scholarship instrument.
 - ii. Inclusion of transitioned SSC employees.
- b. **Staff and Faculty Endowed Scholarship (Staff Leadership Scholarship):** There have been fewer than 5 applicants for this scholarship, so the preference for demonstrated leadership and campus or community involvement hasn't been needed.
- c. **Gingerbread House Contest:** The size change from 24 inches down to 15 inches was made since the tables available for displaying the gingerbread houses were smaller than expected.
 - i. There was a lot of excitement about the Gingerbread House contest.
 - ii. The Gingerbread Houses will be on display at the Cornette Library through Friday, Dec. 20. (They're right by the Circulation Desk.) They will then be donated to nursing homes.
 - iii. Thanksgiving was too close to the Holiday Party, and several people felt there wasn't enough time to put something together.
- d. **Attendance:** Cynthia and Larry have not attended any Staff Council meetings since the spring, so their attendance has fallen well below the 75% attendance rate stated in the Staff Council bylaws.
 - i. The next person on the ballot for Category 7 is Michael Johnson in Grounds. Misty will get in touch with him to see if he can fill the rest of Cynthia's term, which ends in May 2014.
 - ii. The most recent ballots were unopposed in Category 6, which has only 1 representative on Staff Council. We will need to get a list of employees in Category 6 to find someone to serve for the rest of Larry's term, which ends in May 2014.

6. New Business:

- a. **Employee of the Month rules and procedures:** Zack noted that a lot of the rules or practices for nominating an Employee of the Month have either never been written down or published, or not easily findable if they are. Some thoughts for discussion include:
 - i. A person who is nominated stays on the ballot for 3 consecutive months. If they're not chosen as an Employee of the Month, they may not be re-nominated by the same person until the next voting year (the voting year is June-May).
 - ii. Employee of the Year winners may not be re-nominated until the next voting year. Employee of the Month winners may be re-nominated in the next voting year.
 - iii. If someone resigns their position after being chosen an Employee of the Month, they are not eligible for Employee of the Year.
 - iv. Betsey noted that the travelling Employee of the Month sign has been a big hit.

7. Other Business:

- a. Tracy asked that if you have a bunch of interdepartmental mail envelopes, please put some in the campus mail room in Old Main.

8. Adjournment: Misty adjourned the meeting at 2:42 p.m.

Next Staff Council meeting is Thursday, **January 9**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary