

Staff Council Meeting Minutes – May 1, 2014

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

2. **Attendance:**

*Filling the remainder of BethAnn Hoover’s term.

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	13	10
Brackett, Stephanie	2013	1	Y	13	10
Hobbs, Misty	2015	5	Y	13	12
Hunter, Larry	2014	6	N	13	0
Imke, Julie	2015	1	N	13	7
McDonald, Rana	2015	3	N	13	9
McFadden, Michelle	2015	1	N	13	7
McNutt, Tracy	2014	4	Y	13	11
Parker, Aaron	2015	7	Y	13	7
Rausch, Mary	2014	3	Y	13	11
Reed, Jamey	2014	7	N	13	5
Roach, Trey	2014	3	N	13	7
Stevenson, Lana	2014	1	Y	13	10
Thompson, Cynthia	2014	7	N	13	0
Tonne, Betsey	2015	4	N	13	9
Washington, Linda	2014	4	N	13	5
White, Andrew	2014	4	N	13	9
Workman, Zack	2014	1	Y	13	13
*Wyckoff, Eppie	2014	3	N	13	9
Zellers, Barb	2015	5	Y	13	11
Elms, Johnna	2016	4	Y	--	--

3. **Review of Minutes from April 10 meeting:** No corrections were noted. Since a quorum was not present, no vote was taken to approve the minutes. (Thanks to Stephanie for taking such great minutes!)

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

- a. Everything is up-to-date on the Operating Fund. The beginning balance was \$4,748.34. Expenditures totaling \$2329.41 were posted for ice cream for Rootn’ for the Buffs, refreshments for the Active Shooter Training, 2 months of new employee orientation lunches, and food for the Student Appreciation Luncheon. Student Appreciation Luncheon ticket sales totaled \$2401.00, for an ending balance of \$4819.93. Still waiting on 1 IDR for the Student Appreciation Luncheon and for a reimbursement from Student Employment Services for the Luncheon. The adjusted ending balance for the Operating Fund is \$5,785.93.
- b. The Tuition Assistance Fund had a beginning balance of \$135,482.40, and paid out \$500 in allocations to employees. Deanna Moore contributed \$20 to the fund. Thank you, Deanna! The ending balance for the Tuition Assistance Fund was \$135,002.40. Since this balance is quite high, could it be used for book reimbursements for staff?

- c. The University Endowment Fund had a contribution from Johnna Elms. Thank you, Johnna! The current balance of this account is \$67,850.33
- d. The other accounts had no changes.

A quorum was not present, so no vote was taken to approve the Treasurer's report.

5. Committees:

- a. **Employee of the Month:** Zack has sent out a ballot for the May Employee of the Month. As soon as that person has been chosen, the ballot for Employee of the Year will be complete and will be sent out to everyone as a Qualtrics survey.

6. Old Business:

- a. **Election Update:** Misty gave us the results of the Staff Council elections.
 - i. **EEO Category 1:** Kimberley Cornelsen and Alicia Johnson. Casey Crow is the runner-up.
 - ii. **EEO Category 3:** Carly DuMenil, Misty Rueda, April Swindell, Rebecca Warren, and Johnny Story.
 - iii. **EEO Category 4:** Johnna Elms and Betty Stocker. The runners-up are Paige Hochstein and Linda Sweetgall.
 - iv. **EEO Category 6:** There are 11 people in this category. No one who was elected was willing to serve. One member of this category is willing to serve, but has not been employed full-time for 1 year (was previously employed as a student employee).
- b. **Staff Tuition Assistance/Scholarship update:** The instrument is being updated to include SSC employees who were originally employed by WT. Lance Ortiz will get Dr. Weaver to sign it.
- c. **Fee Waivers for Part Time Staff:** Part-time staff have no benefits if they are enrolled in classes. They aren't eligible for any of the staff scholarships or stipends. This would be a fee waiver for several fees charged to students.
- d. **Staff Appreciation Wrap Up:** Tracy reported on the Rootn' for the Buffs Staff Appreciation event on April 30. Pepsi donated root beer, and Aramark donated the utensils for the floats. Staff Council paid for the ice cream. Good feedback about the event. The day was windy and cold, which could have affected the turnout. Could there be a choice of sodas for floats in the future?
- e. **All Staff Meeting on Thursday May 8 at 3 p.m.** There is no common reader this year. Volunteers are needed to pass out door prize tickets and to pass out the door prizes. So far, 30-40 door prizes have been collected.

7. New Business:

- a. **Subcommittee sign up:** will be at the next meeting, with the new Staff Council members.
- b. **Veterans Network:** The Veterans Network has asked that a staff member be appointed to the Military Ball planning committee. Misty added them to the list of standing committee appointments.

8. Other Business: None.

9. Adjournment: Misty adjourned the meeting at 2:35 p.m.

Next Staff Council meeting is **Thursday, June 12, at 2 p.m.** in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary