

Staff Council Meeting Minutes – October 8, 2015

1. **Call to Order:** Betty called the meeting to order at 2:02 p.m.

2. **Attendance:**

*Filling remainder of Alicia Johnson’s term. **Filling remainder of Kasey Long’s term.

2015-2016 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2015	Meetings Attended Since June 2015
Antunez, Gilbert	2017	3		5	4
Bedwell, Larry	2016	SSC		5	5
*Bowen, Bill	2016	1		5	1
Cross, Stephen	2017	5		5	4
Elms, Johnna	2016	4		5	3
Hampton, Jarvis	2017	1		5	4
Hobbs, Misty	N/A	5		5	3
Machado, Ricardo	2016	SSC		5	3
McIlroy, Sherri	2017	4		5	4
Rausch, Mary	2017	3		5	5
Riggs, Cindy	2016	SSC		5	3
Rosales, Gaby	2014	SSC		5	5
Rueda, Misty	2016	3		5	2
Scantling, Mickie	2017	5		5	5
Stocker, Betty	2016	4		5	5
Sweetgall, Linda	2017	4		5	3
Swindell, April	2016	3		5	3
Vanlandingham, Wendi	2017	1		5	3
Vizzini, Beth	2017	5		5	4
Warren, Becky	2016	3		5	3
**Williams, Melissa	2017	3		5	1
Womble, Lynsee	2017	3		5	4

3. **Guest Speakers:** Mike Knox, Vice President of Student Affairs and Tammy Stamps, Process Improvement Manager.

- a. **Mike Knox:** Concealed Carry on Campus (SB 11). There is a difference between open carry and concealed carry. Open carry is not allowed on campus. The concealed carry law has passed. The Chancellor and the Board of Regents will defer to university presidents as long as policies/procedures can be justified. Can’t make blanket exclusions for concealed carry—for example, all classrooms. Justifications can be made for labs, ticketed events, medical facilities, areas where there are children (such as Kids Kollege, Panhandle Plains Historical Museum). The university is not required to provide storage. Accidents are most likely to happen between holster and locker. There will be public hearings to gather input:
 - i. Tuesday, October 27 at 4 p.m. A webinar with System attorneys (location to be determined).
 - ii. Wednesday, October 28 at 5 p.m. at the Amarillo Center.
 - iii. Thursday, October 29 at noon (location to be determined).
 - iv. Thursday, October 29 at 5 p.m. (location to be determined).

Timeline for implementation:

- October 2015—information gathering
- November 2015—write rules, policies, exclusions
- December 2015—submit proposal to Dr. O’Brien.

Spring 2016--submit rules to Board of Regents for approval.

August 1, 2016—SB 11 goes into effect.

- b. **Tammy Stamps:** Process Improvement Manager for the university, based in Purchasing. Projects can be very large or very small, and can involve several areas. Processes are based on data, not emotion. Look for duplication to save money, time, and effort. Current project include electronic signatures for electronic forms; hiring process for graduate assistants and part-time instructors in Academic Affairs.
4. **Review of Minutes from September 10 meeting:** A quorum was not present, so no vote was taken to approve the minutes.
 5. **Treasurer's Report:** April was not able to attend the meeting. She will send the Treasurer's report to members on Friday, Oct. 9.
 6. **Committees:**
 - a. **Employee of the Month Committee:** Mickie bought picture frames. A question about the EoM survey—is Misty H. the only person with the username and password to the Qualtrics account? Attendance was low for Officer Aaron Price's EoM reception. (EoM receptions are scheduled so Dr. O'Brien can attend and present the award.)
 - i. Suggestions? Continue to recognize an Employee of the Month, but perhaps do the receptions quarterly? Easier on Dr. O'Brien's schedule and for catering. Add photos to email invitation? Maybe purchase 2 more plaques, or have a plaque/sign someplace centrally located or in a high traffic area? The Employee of the Month could be submitted to Information Technology to be broadcast on the monitors around campus, with reception details to follow in an email invite.
 - b. **Scholarship/Tuition Assistance Committee:** Betty reported for April--Jana Nixon needs the names of the committee members to start planning the Student Appreciation Luncheon in the spring.
 - c. **Staff Appreciation:** Gaby reported that there was a good turnout for the September Take-a-Break. Planning for the October candy bars—need labels from Personnel. One way to track how many staff members come to each event would be to swipe their Buff Gold Card. A banner or table sign "Sponsored by Staff Council" was another suggestion. Would need to get with Communication and Marketing about that. A fitted table cloth would look really nice.
 - d. **Staff Development:** The September Brain Break had very low attendance. How is this promoted? Most present remembered seeing just one email about it. Education on Demand (EoD) makes arrangements for this, and Staff Council sponsors the refreshments. Aramark will not deliver refreshments if they are under \$50. Maybe add this to campus information monitors as well? Who else to contact? Prairie? Communicator? The next Brain Break is Wednesday, October 28 at 3 p.m. in the JBK White Room—"Coping with Bullying: How to Help Your Child" by Dr. Leigh Green. Active Shooter training sessions have also been scheduled:
 - i. Friday, October 16 from 2-3 p.m. in ANS 101;
 - ii. Thursday, October 29 from 1-2 p.m. in the JBK Thunder Room;
 - iii. Friday, November 13 from 9-10 a.m. in ANS 101.
 - e. **Election Committee:** No report.
 - f. **Homecoming Committee:** Homecoming was successful. One comment/request received was to let us know where the Golden Buffalo Chip was found, in addition to who found it. Clues were emailed at random times to give everyone an equal chance of finding the Chip. Text-to-vote for Homecoming doors costs money. Could we do a Qualtrics survey instead? Also, might redefine categories for the doors—some "doors" should have been in the Open Space category. Pizzas and sodas were donated. Perhaps have a small trophy or banner for the department to display throughout the year.
 - g. **New Staff Orientation:** Tentatively scheduled for Wednesday, October 21 and Wednesday, November 18.
 7. **Old Business:** There was no old business.
 8. **New Business:**
 - a. **Wellness Council:** Mickie and Jarvis are the Staff Council representatives.

- b. **Elect New Officer:** Stephen Cross is leaving WT. We will need to elect a new Vice President for Staff Council. Josh Edwards will fill the remainder of Stephen's term as a Staff Council representative. Welcome Josh!
 - c. **Gingerbread House Contest:** which committee handles this? Staff Council as a whole? Perhaps have a Brain Break on how to build a gingerbread house. Need: guidelines (including size), registration, advertising. Could promote this as a team-building exercise. When and where is the University Holiday Party? Thursday, December 3? It's not on the university calendar yet.
9. **Other Business:** Staff Council meetings are generally open meetings, and anyone is welcome to attend. [Article VII, Section 3 of the Staff Council by-laws](#) state: "Staff Council meetings shall be open to all interested parties. A majority vote of the council membership present and voting may, however, determine that a meeting shall in whole or in part be conducted in executive session during which time only voting delegates, as well as others designated by the council membership, shall be present."
10. **Adjournment:** Betty adjourned the meeting at 3:27 p.m.

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

Respectfully submitted by Mary Rausch, Secretary