

Staff Council Meeting Minutes – December 10, 2015

1. **Call to Order:** Betty called the meeting to order at 2:04 p.m.

2. **Attendance:**

*Filling Alicia Johnson’s term. **Filling Kasey Long’s term. ^Filling Stephen Cross’ term.

2015-2016 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2015	Meetings Attended Since June 2015
Antunez, Gilbert	2017	3	Y	7	6
Bedwell, Larry	2016	SSC	N	7	6
*Bowen, Bill	2016	1	N	7	2
^Edwards, Josh	2017	5	Y	7	1
Elms, Johnna	2016	4	N	7	4
Hampton, Jarvis	2017	1	Y	7	6
Hobbs, Misty	N/A	5	Y	7	5
Machado, Ricardo	2016	SSC	Y	7	4
McIlroy, Sherri	2017	4	Y	7	5
Rausch, Mary	2017	3	Y	7	7
Riggs, Cindy	2016	SSC	Y	7	4
Rosales, Gaby	2014	SSC	Y	7	7
Rueda, Misty	2016	3	N	7	3
Scantling, Mickie	2017	5	Y	7	7
Stocker, Betty	2016	4	Y	7	7
Sweetgall, Linda	2017	4	Y	7	4
Swindell, April	2016	3	N	7	4
Vanlandingham, Wendi	2017	1	N	7	4
Vizzini, Beth	2017	5	Y	7	5
Warren, Becky	2016	3	Y	7	4
**Williams, Melissa	2017	3	Y	7	2
Womble, Lynsee	2017	3	N	7	4

3. **Review of Minutes from November 12 meeting:** Beth moved to accept the minutes as emailed, and Ricardo seconded. All voted to approve the minutes as emailed.

4. **Treasurer’s Report:** April was not able to attend the meeting, so no Treasurer’s report was submitted. It will be submitted next month.

5. **Committees:**

- a. **Employee of the Month:** Congratulations to Leo Reid, the December Employee of the Month! Leo is the Director of Veterans Services. A reception for Leo will be held on Monday, December 14 at 3 p.m. in the Student Success Center, Suite 108.
- b. **Scholarship & Tuition Assistance:** no report.
- c. **Staff Appreciation:** Gaby report the next Staff Appreciation event is “I Caught You Caring” in February.
- d. **Staff Development:** The Gingerbread House contest had 9 entries. The winning entry was *Ghostbusters!* by the Wise Advisors and Plum Berry Buffs. There was discussion about adding a smaller monetary award for the second place entry—

Welcome to Whoville's *The Grinch who Stole Christmas*. Each member of the team was awarded \$5 on their Buff Gold Card.

- i. **Further discussion:** Should the prize for the winners be increased? And add prizes for the second and third place entries?
 1. Josh moved to award \$20 to each person on the first place team, \$10 to each person on the second place team, and \$5 to each person on the third place team. Staff Council would spend at most \$140 on prizes for the Gingerbread House contest, assuming 4 people are on each team.
 2. Also, size of the entries was a concern—15 in. x 15 in. x 15 in. is not very big. The houses do need to fit on a standard table. Height is perhaps not as big of a concern, other than for moving the gingerbread houses.
 3. Most of the gingerbread houses have been on display in the Cornette Library—the students really enjoy having them there. Those houses not picked up by noon on Friday, Dec. 11, will be delivered to an area nursing home.
 4. Several people recommended that advertising for the Contest start as early as October. A theme would have to be decided before any advertising goes out.
- e. **New Staff Orientation:** New Staff Orientations are held about 7 times a year: February, March, April, May, September, October, and November.

6. **New Business:**

- a. **Fundraisers:** Betty checked into the garden flags at Great Armadillo Printing. They are 12" x 18" with a stand, and would have printing on both sides. They are \$10 each, with a minimum order of 500 (a \$5,000 commitment). They are an approved vendor for merchandise with university logos.
 - i. The company also does stone coasters—the bookstore doesn't seem to sell these. Offer a couple of designs that are official university logos (<http://wtamu.edu/news/graphic-standards.aspx>)? Could they be customized somewhat? Maybe a choice of family name or graduation year? There is a set-up fee for each new design.
 - ii. Could we make our own tiles/coasters? Any designs or graphics would have to be approved by the Office of Communication and Marketing.
 - iii. Could some of the Art faculty create tiles or coasters? This would keep everything in-house and promote those programs. Time, supplies, etc. would be concerns.

7. **Other Business:**

- a. **Christmas Party:** Cindy Riggs served on the Christmas Party committee. The \$7 donation goes to purchase food for side dishes. Even with the food brought by attendees and sides purchased with the donations, food was gone before the party was over. The party will alternate between Legacy Hall and the Alumni Banquet Hall. The 2016 party will be in the Alumni Banquet Hall.
- b. **Merry Christmas and Happy New Year!** Happy Holidays to all!

8. **Adjournment:** Josh moved to adjourn the meeting and Linda seconded. Betty adjourned the meeting at 2:36 p.m.

Next Staff Council meeting is Thursday, **January 14**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary