

Staff Council Meeting Minutes – January 14, 2016

1. **Call to Order:** Betty called the meeting to order at 2:03 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, Gilberto	2017	3	Y	8	7
Bedwell, Larry	2016	SSC	Y	8	7
*Bowen, Bill	2016	1	Y	8	3
^Edwards, Josh	2017	5	Y	8	2
Elms, Johnna	2016	4	N	8	4
Hampton, Jarvis	2017	1	Y	8	7
Hobbs, Misty	N/A	5	Y	8	6
Machado, Ricardo	2016	SSC	Y	8	2
McIlroy, Sherri	2017	4	Y	8	6
Rausch, Mary	2017	3	Y	8	8
Riggs, Cindy	2016	SSC	Y	8	5
Rosales, Gaby	2014	SSC	Y	8	8
Rueda, Misty	2016	3	N	8	3
Scantling, Mickie	2017	5	Y	8	8
Stocker, Betty	2016	4	Y	8	8
Sweetgall, Linda	2017	4	Y	8	5
Swindell, April	2016	3	Y	8	5
Vanlandingham, Wendi	2017	1	N	8	4
Vizzini, Beth	2017	5	Y	8	6
Warren, Becky	2016	3	Y	8	5
**Williams, Melissa	2017	3	N	8	2
Womble, Lynsee	2017	3	N	8	4

3. **Review of Minutes from December 10, 2015 meeting:** Gilbert moved to accept the minutes as emailed, and Mickie seconded. All voted to accept the minutes as emailed.

4. **Treasurer’s Report:** April reported on the various accounts for the period of Nov. 12, 2015 to Jan. 13, 2016. The Operating Fund has a balance of \$6,476.64 as of Jan. 13. There are no outstanding items. Thank you to April Swindell, Deanna Moore, and Misty Hobbs for your contributions to the Staff Council Operating Fund, Tuition Assistance Fund, and University Endowment Fund accounts! The Tuition Assistance Fund disbursed \$23,750.00 in December; the Foundation Fund disbursed \$1,500 for the Faculty Staff Endowment; the Dependent Scholarship account disbursed \$1,000 in staff, faculty, and dependent grants; and the Staff Leadership Scholarship account disbursed \$750.00 in WTAMU Staff Leadership grants. Beth moved to accept the Treasurer’s report as presented, and Josh seconded. All voted to approve the Treasurer’s report as presented.

5. **Committees:**

- a. **Employee of the Month:** Misty H. reported that Amy Stephens, a professional counselor in Counseling Services, is the January Employee of the Month. Congratulations Amy! (A reception will be scheduled in the near future.)
 - b. **Scholarship & Tuition Assistance:** April reported that the Student Employee Appreciation Luncheon is on Wednesday, April 6, from 11 a.m-1:30 p.m. This is the main fundraiser for this particular account. Staff Council volunteers are needed for set up and tear down, as well as check in for the luncheon. The tickets are \$7.50 per person. The meal will be an Italian theme, same as last year. The location has not yet been finalized.
 - c. **Staff Appreciation:** Gaby reported that the next staff appreciation event is "I Caught You Caring" in February.
 - d. **Staff Development:** Misty H. reported that more Surviving and Active Shooter Incident trainings need to be scheduled. If there is live/web streaming, this needs to be advertised in advance.
 - e. **Election Committee:** no report.
 - f. **Homecoming Committee:** no report.
6. **Old Business:**
- a. **New Staff Orientation:** Spring semester New Staff Orientation sessions have been scheduled. All sessions will be held from 9-10:30 a.m. in Old Main 317 (Board of Regents Room):
 - i. January 20
 - ii. February 17
 - iii. March 23
 - iv. April 20
 - b. **Fundraiser – Coasters:** Betty has been working with D & L Plastics on some possibilities. (They are approved vendors.) They could sell us tile coasters for \$4 each, which is at cost. Customization could be done for another \$1. How much should we charge for each coaster? What would be our profit margin? For D & L Plastics, getting the tile and then cutting it is the most work. What logos to use? The WT Flame and WT Buffalo, what others? Marketing? These are for scholarships, and could be one of a kind depending on customization. Betty will pass on information as she receives it. Beth checked with the art faculty to see if there was any interest. There was not.
7. **New Business:**
- a. **Holiday Schedule:** There have been questions about the holiday schedule from a number of staff. How is the holiday schedule decided on? What policies and procedures do staff need to be aware of for holidays?
8. **Other Business:** None.
9. **Adjournment:** April moved to adjourn the meeting, and Larry seconded. Betty adjourned the meeting at 2:31 p.m.

Next Staff Council meeting is Thursday, **February 11**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary