

Staff Council Meeting Minutes – April 14, 2016

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

2. **Attendance:**

2015-2016 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2015	Meetings Attended Since June 2015
Antunez, Gilberto	2017	3	Y	11	10
Bedwell, Larry	2016	SSC	Y	11	9
*Bowen, Bill	2016	1	Y	11	6
^Edwards, Josh	2017	5	Y	11	3
Elms, Johnna	2016	4	Y	11	6
Hampton, Jarvis	2017	1	Y	11	10
Hobbs, Misty	N/A	5	N	11	8
Machado, Ricardo	2016	SSC	Y	11	8
McIlroy, Sherri	2017	4	Y	11	9
Rausch, Mary	2017	3	Y	11	11
Riggs, Cindy	2016	SSC	Y	11	8
Rosales, Gaby	2017	SSC	Y	11	11
Rueda, Misty	2016	3	N	11	4
Scantling, Mickie	2017	5	Y	11	8
^^Sparks, J. Rich	2017	1	Y	11	2
Stocker, Betty	2016	4	Y	11	11
Sweetgall, Linda	2017	4	Y	11	8
Vizzini, Beth	2017	5	Y	11	9
Warren, Becky	2016	3	N	11	7
**Williams, Melissa	2017	3	N	11	3
Womble, Lynsee	2017	3	Y	11	6

*Filling Alicia Johnson's term. **Filling Kasey Long's term. ^Filling Stephen Cross' term. ^^Filling Wendi Vanlandingham's term.

3. **Review of Minutes from March 10 meeting:** Larry moved to accept the minutes as submitted, and Ricardo seconded. All voted to approve the minutes as submitted.

4. **Treasurer's Report:** April has left the university, and has resigned as Treasurer. Betty reported that \$1,735 in IDRs (interdepartmental requisitions), checks and cash from the Student Employee Appreciation Luncheon had been deposited.

5. **Committees:**

- a. **Employee of the Month:** Kina Wilson is the Employee of the Month for April. Kina is an Admissions Record Assistant in the Office of Admissions. Congratulations Kina!
- b. **Scholarship and Tuition Assistance:** Discussion about doing another flyer for the coasters. Having all the information on one page would be ideal. Also, digital signage. Communication and Marketing are extremely busy right now. Perhaps Brandon Steinle in IT could help? Ideally, send out an ALL email once a semester, which would include the Staff Council email address: staff_council@wtamu.edu Mary receives the email send to that address.

- c. **Staff Appreciation:** Gaby reported that the next Staff Appreciation event will be Snow Cones on Thursday, April 28, at the west end of the Pedestrian Mall. Staff will receive a free snow cone, while faculty and students will be charged \$1 for a snow cone.
 - d. **Staff Development:** Brain Break—the next Brain Break will be on Friday, April 29 at 3 p.m. in the JBK White Room. Rik Andersen will present *Photo Works: a Journey to Better Photographs*.
 - e. **Election Committee:** Misty H has sent out nomination/candidate emails for each EEO category.
 - f. **Homecoming:** Is on October 8.
 - g. **Student Appreciation Luncheon:** The luncheon went well. Some recommendations for next year—have more than 1 computer at each table. Computer updates kept interrupting scanning of Buff Gold Cards.
6. **Old Business:**
- a. **New Staff Orientation:** The next New Staff Orientation is scheduled for Wednesday, April 20, in the Board of Regents Room in Old Main (OM 317)
7. **New Business:**
- a. **Door Prizes for All Staff meeting (Thursday, May 5):** Let others on Staff Council know who you've contacted, so they're not contacted multiple times for the same event. Also, a *Thank You Donors* PowerPoint presentation while the door prizes are being given out.
 - i. **Discussion about how to distribute the door prizes more quickly:** Draw tickets ahead of time and place on item? Take prizes to winners? Card swipe of Buff Gold Card?
 - 1. **Swiping Buff Gold Card:** Bill--The Buff Gold Card office has SSC in their database. The office also has 6 wireless card swipe machines. You can also type in Buff Gold Card numbers if the card doesn't swipe for some reason, or if someone forgets their card. Attendees can be imported into an Excel spreadsheet. What if someone swipes multiple times? The system should tell you if you've already swiped. Bill will check on this.
 - 2. **What should be drawn for?** Parking permit, TV, VHAC membership, Meat Lab, ... big ticket items.
 - 3. **If Buff Gold Card swiping isn't an option:** Paper with name and Buff Gold Card number? Highlight/check off as people go in? Send out tickets ahead of time—print out and bring with you?
 - b. **Business Services Academy:** will be on Wednesday, May 4.
 - c. **Thank you!** Mickie would like to thank everyone for the Get Well card. It was very much appreciated!
8. **Other Business:**
- a. **President's Council:** Gilbert reported that the new stadium proposal has been approved by the President's Council. It could still be vetoed by the Texas A&M System Board of Regents, or by our new president.
 - b. **Evaluation of supervisors:** Is there a process to evaluate supervisors? One concern about this is lack of anonymity, especially in small departments or units. Does Human Resources already have a mechanism in place to do this? Is it built into Lean Six Sigma?
 - i. One possible way around this is to send evaluations to supervisor's supervisor. This assessment could be used to improve and support the supervisor, and to retain employees.
 - ii. Also, the evaluation process in general may change next year.
9. **Adjournment: There being no further business,** Josh moved to adjourn the meeting and Bill seconded. Betty adjourned the meeting at 3 p.m.

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

Respectfully submitted by Mary Rausch, Secretary