

## Staff Council Meeting Minutes – January 11, 2018

**Attendance** – 9 meetings since June 2017.  
One guest, Dr. Walter Wendler

2017-2018 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2017
Adams, Amie	2018	SSC	Y	8
Allen, Thomas	2018	SSC	Y	7
Andersen, Rik	2019	EEO 3	Y	9
Bowen, Bill	2018	EEO 1	Y	8
Brown, Randy	2019	EEO 1	Y	3
Fox, Karen	2018	EEO 4	Y	6
Haasl, Lora	2018	EEO 3	N	7
Hampton, Nancy	2018	EEO 1	Y	7
Ince, Ryan	2019	SSC	N	2
Kopke, Kim	2018	EEO 4	Y	9
Lawson, Amanda	2019	EEO 5-7	Y	3
Lively, Darcy	2018	EEO 3	Y	5
Peacock, Nicolas	2018	EEO 5-7	Y	5
Reid, Leo	2018	EEO 3	Y	4
Sanders, Nikky	2018	SSC	N	8
Seymour, Max	2019	EEO 1	Y	7
Shea, Tracy	2019	EEO 1	Y	7
Simmons, Shawna	2019	EEO 1	Y	6
Vinyard, Michelle	2018	EEO 3	Y	8
Ward, Megan	2018	EEO 4	Y	8
Wilson, Kina	2019	EEO 4	N	3
Womble, Lynsee	2018	Ex Officio	Y	6

1. **Call to Order** – Megan called the meeting to order at 2pm
2. **Guest Speaker, Dr. Wendler, WTAMU President**
  - a. Dr. Wendler spoke about the following
    - i. Buffalo Stadium
    - ii. New Amarillo Center construction
    - iii. SEES
    - iv. WT 125 Strategic Plan
3. **Review of Minutes from previous meetings**
  - a. November 9, 2017
    - i. Amie moved to approve and the motion was seconded by Leo
    - ii. Passed unanimously
  - b. December 14, 2017
    - i. Bill moved to approve and Amie seconded the motion

- ii. All voted in favor of approval
  - 4. **Treasurer's Report** (Nancy Hampton)
    - a. Michelle moved for approval and Shawna seconded
      - i. All voted in favor
  - 5. **Old Business**
    - a. Staff Birthday Day Off
      - i. Follow-up from meeting with Human Resources
        - 1. Leave current flyer in place
        - 2. Subject to Supervisor Approval
        - 3. New guidelines effective January 1, 2018
    - b. Whether or not the Brain Break should be continued
      - i. Main points of discussion
        - 1. Overall a good way to stay connected with co-workers
        - 2. Lower attendance
          - a. Some supervisors allow workers to attend and some do not
        - 3. Staff Council is taking ownership of Brain Break as part of Staff Development
          - a. Committee members
            - i. Darcy, Tracy and Megan
        - 4. Suggested Brown Bag Lunch and Learn
        - 5. Amanda to build a Qualtrics Survey to be sent to Faculty and Staff
      - ii. Consensus is to continue and re-design
        - 1. Keep as lunch and learn
        - 2. Hold 1 -2 times per semester
        - 3. Avoid pre-scheduled lunch activities
6. **Updates from Staff Council Subcommittees**
  - a. Employee of the Month (Chair – Michelle Vinyard)
    - i. December Staff Employee of the Month is Carolyn Van Tassel, UPD
      - 1. Presentation scheduled for January 17<sup>th</sup> at 10:30am
    - ii. January Staff Employee of the Month is Kimberly Cornelsen
      - 1. Presentation scheduled for January 29<sup>th</sup> at 3pm
    - iii. Reviewed Nomination Process
      - 1. Purpose
      - 2. Eligibility
      - 3. Procedures
      - 4. There is some disgruntlement from supervisors about writing the letter and the nominees about completing the form
  - b. Scholarship & Tuition Assistance (Chair – Lora Haasl) – no report
  - c. Staff Appreciation (Chair – Karen Fox)
    - i. “I Caught You Caring” begins in February
  - d. Election Committee (Chair – Lynsee Womble) – no report
  - e. Homecoming (Chair – Bill Bowen) – no report
  - f. Staff Development (Chair – Darcy Lively) – no report
7. **New Business**
  - a. Parking Proposal from Kina
8. **Announcements**
  - a. Ryan and Nikky no longer work for SSC and new members from SSC to be named at a later time
9. **Adjournment** –
  - a. Amie moved for adjournment and Karen seconded

b. Unanimously passed

Next meeting is scheduled for February 8, 2018 at 2pm in the JBK Buff Branding Room 12.

Respectfully submitted by Secretary, Kim Kopke