

Thursday, May 8, 2025 Minutes

- **Call to Order - Steven**
- **Introduction of new members**
- **Approval of previous meeting minutes-**
 - Moved to approve – Stephanie, 2nd – Patrick. Approved
- **Approval of Treasurers Report- Steven brought on Mandy behalf**
 - Starting balance \$2483.18 end of month \$2357.90 current balance.
- **Updates and comments from the President**
 - Staff council luncheon was nice. It was a nice time.
 - Staff Council officers and committee presentation –
 - Steven went over the attached slides on the positions to be nominated and approved with the new group next meeting.
- **Old Business**
- **New Business**
 - Fund raising, fund raising, fund raising
 - May event, All Staff Lunch, Fun Fest all need prizes. Please reach out to departments, people, businesses for donations. Daulton will get the spreadsheet going so send your donations to Daulton to place on the sheet. Need at least 40-50 for the All Staff alone. Shelby mentioned they will be able to take care of the prizes for the SU Celebration Bash, so focus fundraising on All-Staff and Fun Fest.
- **Staff Council Subcommittees**
 - Employee of the Month Committee-**John**
 - May EOM- Anthony Coggins, IT. Reception recently scheduled for May 21, 2025.
 - Committee has a few nominations, but please continue to submit your best co-workers for recognition. If you nominated before and they did not win, you can nominate again. Nominations are good for three months.
 - Employee of the Year voting is coming soon. It includes all EOMs through May. The voting needs to happen quickly so the winning plaque can get engraved by the June All-Staff meeting announcement.
 - Staff Appreciation & Events Committee -**Shelby/Sabrina**
 - May Event – New members are not obligated to help, but if you are available, please volunteer. Please sign up to help distribute flyers and for helping with the

actual event. (Attachment shows the events.) Event from 12:00-4:00 as a come and go event. The idea is that people will pick something they would enjoy and come for an hour or so.


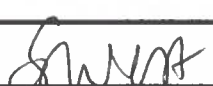

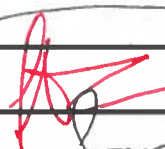
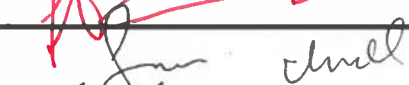

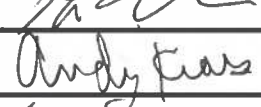

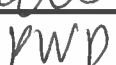

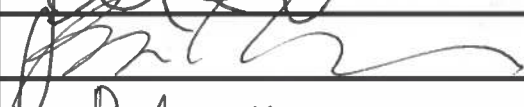
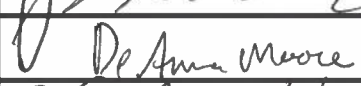
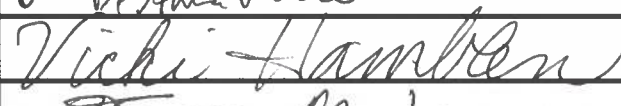

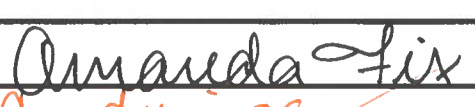
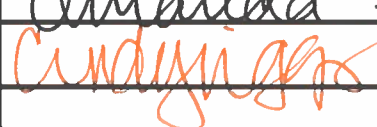

Evelyn said there is a need to print (150) flyers from the Print Shop for distribution for \$97.

- John Bassett moved to spend \$97 for the Print Shop to print (150) SU Celebration Bash flyers.
- Berlin seconded
- Open discussion
- Vote passed unanimous.
- Professional Development Committee-**Pam – no Report**
- Communications & Outreach Committee-**Evelyn**
 - Repeated the need to market the SU Celebration bash May 21.
 - EOM winner will post on social media
 - Work on transitioning the tasks to the new group
- Election Committee-**Steven**
 - Elections are over, new members are here. Congratulations!
- **Kudos and Announcements**
 - Congratulations to Sabrina on her wedding.
- **Adjourned**

Respectfully,
Deanna Moore

Staff Council Attendance

5/8/2025

Shelby	Ford	
Pam	Young	
Stefanie	West	
Shannon	Ham	
Laura	Seals	
Amanda	Ryder	
Sabrina	Imel	
Steven	Knadle	
Andy	Kraus	
Evelyn	Montoya	
Patrick	Diepen	
John	Bassett	
Berlin	McIntosh	
Deanna	Moore	
Vicki	Hamblen	
Dauton	Eastin	
Tiffany	Lott	
Stephanie	Loya	
Amanda	Fix	
Cindy	Riggs	
Kimberly	Shipman	
Trace	Patrick	
Maria Mungia		

Itzel Anett

STAFF COUNCIL

Leadership Roles and Committees



THE PRESIDENT



TASKS AND RESPONSIBILITIES

- Build agenda for and run the monthly Staff Council Meeting
- Speak at New Staff Orientation (scheduled every other month)
- Along with Executive committee, meet with Student Government and Faculty Senate
 - Discuss the new student resources page
 - Discuss what's happening in each other's area
- Work and attend most, if not all, Staff Council-led events
- Help build and host Gallery of Excellence along with your VP/ PDC
- Speak at the Student Employee of the Year celebration
 - Plugging Gallery of Excellence and Staff Council's role
- Coordinate with President's Office in planning and executing the All-Staff Awards Luncheon (typically in June)
 - Must lead the luncheon, gather door prizes, etc.
- Present the Staff Excellence and Clarence E. Thompson Awards at Faculty Staff Convocation (typically in August)
- Be available to your council members for event planning, issues, etc.
- If and when a vacancy happens, find staff members to join various campus committees
- Help Election Committee chair as SC members leave/ join
- Work with IT to grant SC members access to the SC email and G Drive folder
- Work with HR & Lock Shop to grant certain SC execs and chairs access to the storage room key
- Official Donut and Kolache deliverer
- Whatever else pops up
- At the expiration of his or her term, the past-president shall serve in an advisory role to the president and vice president for one year and chair the Election Committee.

MEETINGS TO ATTEND

The President is to serve as the liaison to the University President and major University Committees

- UNIVERSITY COUNCIL, QUARTERLY
- CAMPAIGN STEERING COMMITTEE
- PRESIDENT'S COUNCIL, QUARTERLY
- MONTHLY WITH UNIVERSITY PRESIDENT





THE VICE PRESIDENT



- Support the president
 - Be there as needed
 - Assume the responsibilities of the council president when the council president is unable to perform his/her duties
- Oversee committees/initial point of contact
 - Committees report to VP to provide updates
 - Oversee committee items during Staff Council meetings and provide reports for committee chairs who are absent
 - Provide general support and assistance as needed to committees
 - Assist committee chairs with updating digital committee binders
 - Make sure all E-bindings are completed by May in order to be ready for position transitions in June.
- Email all chairpersons the Monday prior to council meeting
- Inquire about attendance and gather information that needs to be shared for the committee chairperson/persons who cannot attend
- Email chairpersons who have events coming up to offer assistance
- Offer general support to the council as a whole

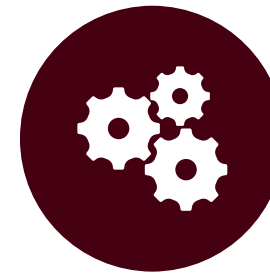


THE SECRETARY

- Take notes and attendance at each meeting
- Put together minutes and have them ready for next meeting
- Keep track of attendance to make sure attendance requirements are met
- Send minutes to the library for archiving and to the Communication and Outreach Committee to be posted on the website
- Check Staff Council mailbox
- Book rooms for meetings and events
- Send out calendar invites for meetings
- Set up Zoom links, if needed, for meetings
- Maintain current copy of Staff Council by-laws
- Maintain inventory of the SC store room
- Attend Staff Council events
- Be present at special meetings that might be called by the president



THE TREASURER



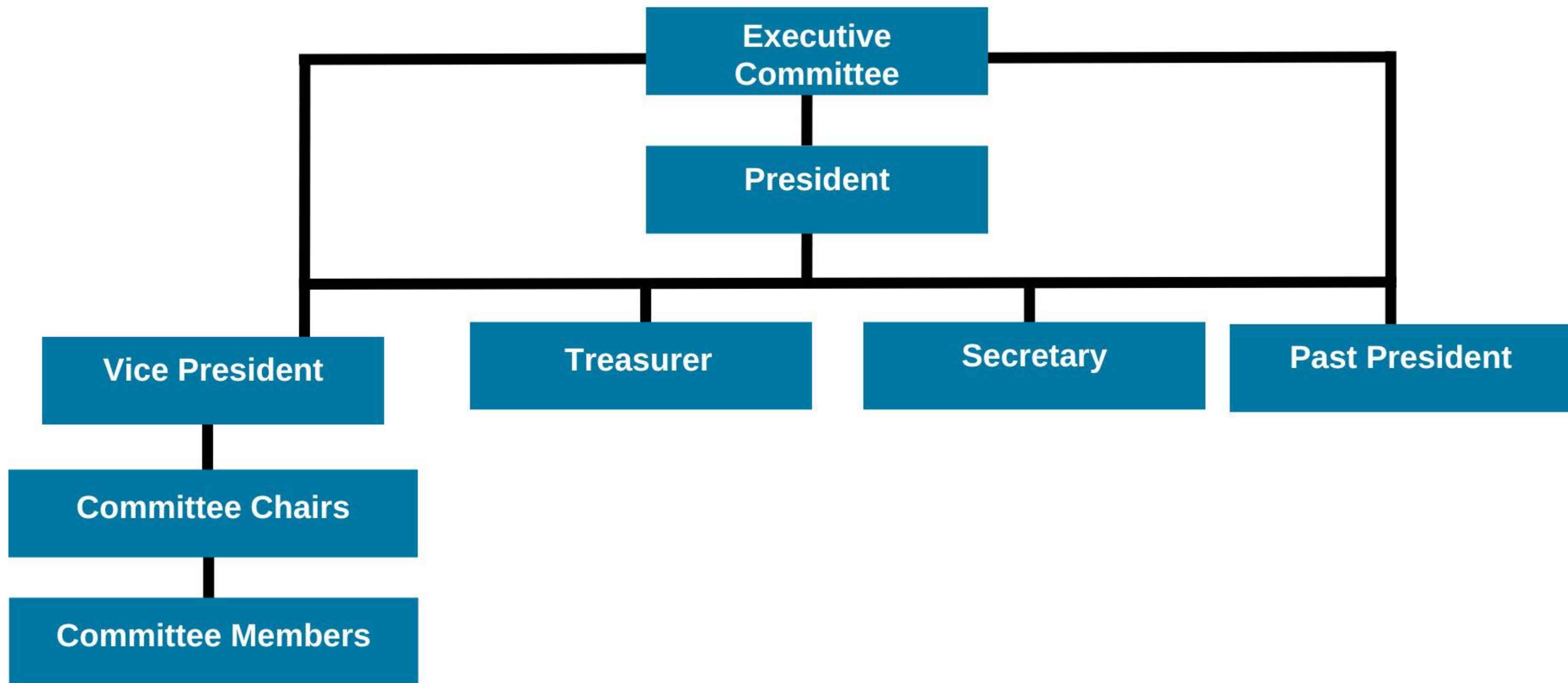
- Reconcile Staff Council accounts (operating and tuition assistance funds) monthly using Budget Status Reports
- Keep record of receipts from any Staff Council expenses
- Present status of budget at monthly Staff Council meeting and answer any questions
- Communicate funding opportunities to staff
- Play active role in Staff Council functions including Employee of the Month Receptions and Staff Appreciation/Spirit events
- Work with the Fundraising Committee
- Keep record of monetary and non-monetary donations
- Coordinate committee efforts towards fundraising and gifts to Staff Council



TIME COMMITMENT:

Most of the budget work must be completed all in the same week leading up to monthly meetings in order to give time for all expenses for that period to post. Other duties can be completed through a few emails during the other weeks.







COMMUNICATION AND OUTREACH COMMITTEE

- Update Staff Council web pages
- Manage Staff Council social media pages (Instagram and Facebook)
 - Create and design social media posts
 - Post and share events, birthday, Member Monday, Why We Serve Wednesday, Fun Fact Friday, and Employee of the Month
- Promote any initiatives, projects, or events from Staff Council



Things you should know about
EMPLOYEE OF THE MONTH

- WT Staff Council recognizes one outstanding "Employee of the Month" (EOM) every month.
- Benefits of being selected as the EOM include: \$10 Education Credit Union Buff Cash, Aramark Meal Certificate, \$25 Bookstore Gift Card, \$250 check from WT Foundation, WT Parking Permit, and a reception honoring the EOM (sponsored by the President's Office).
- Every EOM qualifies as a nominee for Employee of the Year.
- Nominations are due by the first of each month.
- **Nominate** a deserving employee or colleague at...
<https://wtamu.submittable.com/submit>

WT Staff Council
WEST TEXAS A&M UNIVERSITY.

WT
FEBRUARY 2023
STAFF EMPLOYEE OF THE MONTH
CHRIS REA
WEB DIRECTOR



COME CELEBRATE WITH STAFF COUNCIL :
1 PM // FRIDAY, FEBRUARY 10TH // THIRD FLOOR OF OLD MAIN

14 July, 2022

West Texas A&M University

STAFF COUNCIL NEWS

A Monthly Newsletter by Staff Council

A LOOK INSIDE THE MEETING:

1. Presidential Updates

Staff Meals Plans are available to purchase through the Buffalo Gold Card office.

2. Guest Speaker

Kelly Polden spoke about a new campaign that focuses on affordability, quality, value, and engagement.

3. Subcommittees

Submit nominations for employee of the month. Fun Fest is approaching: tables, yard games, and food truck are reserved. Outlined a basic plan for Buff Staff Professional Development Trail. Questionnaire will be sent via email to staff council members for social media spotlights.

OVERVIEW

After Kelly Polden spoke about the new campaign messaging, several staff council members gave input. They suggested each department needed to be briefed about what is going on across campus to increase the likelihood of more consistent messaging. Also, highlight accomplishments within departments to tie into campaign. Last note was Chris Rea is the Webmaster and may be a possible resource for fillable online forms.

The purpose of Fun Fest is for ALL WT Staff to enjoy a little summer break before school starts. This year, Fun Fest will be made up of yard games, a food truck, and a dunking booth. John Bassett, Trevor Fleeman, Ricardo Machado, Abby Betts, and Dane Glenn will be taking the wet seat. There will also be a special guest taking the wet seat at 3pm... can you guess who? You get three pitches for a dollar. See you all Wednesday, July 27th from 2 - 4pm at Education South Lawn.

If you have any questions or concerns you would like presented to Staff Council, scan the QR code or go to the link below. You have the option to stay anonymous or to be contacted directly.
https://wtamu.az1.qualtrics.com/jfe/form/SV_5tNvrjmxnk1iEWW



Questions? Contact Staff Council President, Amanda Rogers at arogers@wtamu.edu or 806-651-2020

FUNDRAISING COMMITTEE



MISSION

Demonstrate fiscal responsibility by securing funds and non-monetary donations (i.e. door prizes) for various Staff Council-led events of WT-hosted events in which Staff Council may be a part of, such as the All-Staff Luncheon held in early summer. This committee will have complete oversight of any fundraising efforts by Staff Council. Additionally, the fundraising committee may need to help the chair/ Scholarship Services award scholarship recipients.



NOTES

This committee was recently adapted from the scholarship committee. At least one rep from the FC needs to be actively participating in another committee's event planning. All members of this committee shall be a liaison for another committee at least once during their term on this committee.



PROFESSIONAL DEVELOPMENT COMMITTEE



MISSION

Develop and promote the professional development of all staff.
Highlight issues of interest and concern amongst staff and notifies constituents of available opportunities for professional development.

CURRENT EVENTS

- Birthday day off email
 - Each month, send out emails to full-time STAFF on their birthday, wishing them a happy day and informing them how to use their birthday day off perk.
 - Receive a list from HR and schedule in advance.
 - Can be divided up several ways.
- Book Club
 - Compile list of books (various ways to do this) and then have staff vote for a top book or two for the semester.
 - Schedule and plan meetings.
 - Purchase 10 (with SC funds) for the first 10 that sign up
 - Lead meetings
- Gallery of Excellence
 - Hosted in mid-to-late November each year in the Library.
 - Plan and coordinate with Philanthropy for event, as well as working with WT photographer for honorees photos
- Microsoft Training
 - Work in progress... working to bring this back! Working with Lora Haasl in ITT for the room, Darla Cloud for the training, and Fundraising Committee to secure the \$\$\$



Come and join us as we celebrate our award-winning staff and faculty for the 29th annual

Gallery of Excellence

NOVEMBER 17, 2022 | 2:30 - 4 p.m. | Cornette Library

Faculty Honorees:

Dr. Enyonam Osei-Hwere

Magister Optimus Award

Dr. Joshua Partheepan

University Professional Service

Dr. Leslie Ramos Salazar

University Intellectual Contributions

Dr. Maxine De Butte

University Instructional Responsibilities

Dr. John Richeson

Distinguished Grad Faculty

Staff Honorees:

Lauren Gaston

Staff Council Employee of the Year

Shelly McCune

Clarence E. Thompson Staff Excellence Award

Krista Posey

Staff Excellence

Amber Black

Staff Excellence

Student Honorees:

Jessa Beaty

Student Employee of the Year

Raymond "Tommy" King

Graduate Student Employee of the Year

Renee Padilla

Intern of the Year



WT Staff Council
WEST TEXAS A&M UNIVERSITY.

Presented by:

WT Office of Career and
Professional Development
WEST TEXAS A&M UNIVERSITY.

EVENTS COMMITTEE



CHAIR ROLE

Plan meetings for your group, work with your team to generate engaging events, delegate duties and ensure tasks are completed. Liaison between committee and VP, as well as committee and fundraising chair.



EVENTS COMMITTEE DUTIES:

Develop and host staff engagement events that show appreciation and bolster staff morale. Plans and executes events for WT staff that are deemed to increase the general “spirit” of the staff. These events may be tied to seasonal events/holidays or may be ad hoc.

OVERVIEW OF DUTIES:

- Lead Homecoming Activities to increase awareness and excitement for the week. A representative of the Spirit Committee should be included on the University Homecoming committee for information gathering/coordination purposes.
- The Two Activities for Homecoming week are:
 - Buffalo Chip Hunt
 - Decide on chip hiding places and clues
 - Work with the Fundraising Committee to get prizes and giveaways for the week
 - Work with Chip Chandler to send out clues and winners for each day
 - Door Decorating Contest
 - Email sent to campus encouraging departments to participate in the door decorating contest. Email should include how to register, what they can win, date doors must be completed, and date registration closes.
 - Create voting form to have staff and students vote on their favorite door
 - Communicate winners
 - Decide on prizes for winners
- Other Activities
 - Summer Fun Fest (July; now an All-Staff Council event), Thanks for Giving (November), Happy Holiglaze (mid-December), I Caught You Caring (runs in February)
- Committee to keep track of staff retirements, leavings, deaths of family or other important dates and life events and coordinate appropriate communications. For example: thank you, sympathy and congratulation cards, flowers or plants, etc.



EMPLOYEE OF THE MONTH COMMITTEE



- Regularly check incoming EOM nominations
- Work with the committee for EOM selection
 - Chair is tie-break vote, if necessary
- Meet with the team if necessary, and answer questions from the committee as they come in, all can be done via email unless a special meeting is needed
- Coordinate and delegate EOM assigned tasks and updates on the following:
 - Gift cards, ordering and printing of certificates, campus-wide email for EOM, etc.
- Coordinate with the President's Office for EOM Date Recognition
- Help set up the EOM backdrop and attend the reception
- Keep G:Drive updated on the committee, add names of recent EOM awardees, etc.
- Enjoy and have fun!
- Eat cookies as necessary

