

Staff Council Meeting Minutes – July 11, 2013

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

2. **Attendance:**

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	3	3
Brackett, Stephanie	2013	1	N	3	2
Hobbs, Misty	2015	5	N	3	2
Hunter, Larry	2014	6	N	3	0
Imke, Julie	2015	1	Y	3	2
McDonald, Rana	2015	3	Y	3	3
McFadden, Michelle	2015	1	Y	3	2
McNutt, Tracy	2014	4	Y	3	3
Parker, Aaron	2015	7	N	3	1
Rausch, Mary	2014	3	Y	3	3
Reed, Jamey	2014	7	Y	3	2
Roach, Trey	2014	3	Y	3	2
Stevenson, Lana	2014	1	N	3	1
Thompson, Cynthia	2014	7	N	3	0
Tonne, Betsey	2015	4	Y	3	2
Washington, Linda	2014	4	N	3	2
White, Andrew	2014	4	Y	3	2
Workman, Zack	2014	1	Y	3	3
*Wyckoff, Eppie	2014	3	Y	3	3
Zellers, Barb	2015	5	Y	3	3

*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from June 18, 2013 meeting:** Carla moved to approve the minutes as submitted and Andrew seconded. The minutes were approved as submitted.

4. **Treasurer's Report:** Zack reported on the Operating Fund: the Student Appreciation Luncheon tickets IDR from the Library was finally posted to the account, as were 1 Employee of the Month reception and 3 Employee of the Month photos. There was also one New Employee Orientation (Staff Council pays for lunches). Thirteen donors from the June 25-26th blood drive received \$5 on their Buffalo Gold card for donating (Staff Council pays the \$5, and requests reimbursement from the other 4 sponsors: Student Government, Student Affairs, Medical Services and the Buff Gold Card Office). The Operating Fund had an ending balance of \$4,041.72. The Tuition Assistance Fund had a \$20 donation from Deanna Moore, and made 35 allocations of either \$250 or \$500 for a total of \$15,750 distributed. The Tuition Assistance Fund had an ending balance of \$85,272.40. Can we cap the number of awards? Is there a monetary cap on allocations per semester? The Tuition Assistance Fund received an allocation of \$100,000 in November 2012. Can we count on that amount again? How many tuition assistance scholarships are awarded in the fall and spring semesters? This will need to be monitored. Carla moved to accept the Treasurer's report as submitted and Andrew seconded. All voted to accept the Treasurer's report as submitted.

5. **Committees:** Please sign up for at least one committee if you haven't already. The Homecoming and Scholarship committees need more members.
6. **Old Business:**
 - a. **University Photos:** Please make an appointment with Rik Andersen to have your photo taken for the Staff Council website. Rik may be reached at 2127 or randersen@wtamu.edu.
 - b. **Day, Time, and Location Change for Meetings:** Staff Council meetings are now held on the second Tuesday of the month at 2 p.m. in the Buff Branding Room (JBK Room 12).
 - c. **Employee of the Year Reception:** The reception is scheduled for Tuesday, July 30 at 3 p.m. in JBK Legacy Hall. The Employee of the Year is announced at this reception. What has been taken care of/arranged for so far:
 - Ice cream
 - PowerPoint presentation
 - Framed photos of all Employee of the Month winners
 - Parking certificate for the Employee of the YearDecorations/centerpieces are still needed. Stephanie may have decorating supplies from last year's EoY reception and ice cream social. Zack will check with her. Help will be needed to decorate for the reception/ice cream social.
 - d. **Blood Drive:** The June 25-26 blood drive had 13 successful donors receiving \$5 on their Buff Gold card. July 31 and August 1 (Wednesday-Thursday) is the next scheduled blood drive. Staff Council is again one of the sponsors, along with: Student Government, Student Affairs, Medical Services and the Buff Gold Card Office.
 - e. **Staff Tuition Assistance:** Tabled until the next meeting.
7. **New Business:**
 - a. **Summer Chillin'/Rootin' for the Buffs:** Staff Appreciation event. Last year was the first year for Rootin' for the Buffs (on Oct. 10, 2012 as part of Homecoming festivities)—root beer float with vanilla ice cream from Blue Bell. It was quite successful, so the Staff Appreciation Committee may continue with that. The Summer Chillin' staff appreciation event had to be discontinued since the store in the JBK no longer sells ice cream (staff members would bring a coupon for ice cream, sponsored/paid for by Staff Council).
 - b. **Faculty/Staff Convocation:** This will be held on Tuesday, August 20 at 3 p.m. in JBK Legacy Hall. Do we pay for the sign-language interpreter for this meeting? No, only for the spring staff meeting.
 - c. **July Employee of the Month:** is Julie Harvell. The reception will be in the Business Office on Friday, July 26 at 2 p.m.
8. **Adjournment:** There being no other business, Tracy moved to adjourn the meeting and Carla seconded. The meeting was adjourned at 2:29 p.m.

Next Staff Council meeting is **Thursday, August 8 at 2 p.m.** in the Buff Branding Room (JBK Rm. 12).