

Staff Council Meeting Minutes – January 9, 2014

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

2. **Attendance:**

*Filling the remainder of BethAnn Hoover’s term.

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	9	8
Brackett, Stephanie	2013	1	Y	9	6
Hobbs, Misty	2015	5	Y	9	8
Hunter, Larry	2014	6	N	9	0
Imke, Julie	2015	1	Y	9	6
McDonald, Rana	2015	3	N	9	7
McFadden, Michelle	2015	1	Y	9	5
McNutt, Tracy	2014	4	N	9	7
Parker, Aaron	2015	7	Y	9	5
Rausch, Mary	2014	3	Y	9	8
Reed, Jamey	2014	7	N	9	5
Roach, Trey	2014	3	N	9	5
Stevenson, Lana	2014	1	Y	9	6
Thompson, Cynthia	2014	7	N	9	0
Tonne, Betsey	2015	4	Y	9	7
Washington, Linda	2014	4	Y	9	4
White, Andrew	2014	4	Y	9	6
Workman, Zack	2014	1	Y	9	9
*Wyckoff, Eppie	2014	3	Y	9	6
Zellers, Barb	2015	5	Y	9	8

3. **Review of Minutes from November 14 and December 12 meetings:** Carla moved to approve the minutes of the November 14 meeting as emailed, and Aaron seconded. All voted to approved the November 14 minutes as emailed. Aaron moved to approve the minutes of the December 12 meeting as emailed, and Betsey seconded. All voted to approve the December 12 minutes as emailed.

4. **Treasurer’s Report:** Zack reported on the various accounts for December:

- a. The Operating Fund balance was \$5,313.82 as of January 5, 2014. The outstanding items are the Employee of the Month reception for December’s EoM (\$41.66) and prizes for the Gingerbread House Contest winners (\$40) for a total of \$81.66. The adjusted ending balance for the Operating Fund is \$5,232.16.
- b. Tuition Assistance: 13 allocations, for a total of \$5,000 disbursed. Deanna Moore contributed \$20. Thank you, Deanna! The ending balance was \$143,172.40.
- c. Foundation Fund Interest account: 2 \$500 scholarships awarded for a total of \$1,000 disbursed. Year-end interest earnings were \$1,271.74. The ending balance was \$10,753.62.
- d. University Endowment Fund Principle: 1 donation from Johnna Elms for \$5. Thank you, Johnna! The ending balance was \$67,830.33

Linda moved to accept the November treasurer’s report as presented (at the December meeting) and Carla seconded. All voted to approve the November report as presented. Lana moved to accept the December treasurer’s report as presented, and Eppie seconded. All voted to approve the December report as presented.

5. **Old Business:**

- a. **Staff Tuition Assistance/Scholarship instrument** : We need to vote on changing the Staff Tuition Assistance/Scholarship instrument. Some of the topics of discussion: should we include all SSC employees? Only transitioned employees—those employed by WT as of October 1, 2013? SSC employees working at WT? After much discussion, the criteria decided upon were:
 - i. The staff person must have originally been hired by WT, in the case of outsourcing.
 - ii. The staff person must work on property owned by WT.
- Aaron moved to accept the changed criteria, and Linda seconded. All voted to accept these changes.
- b. **Employee of the Month guidelines for nomination:** Zack reported that several questions have come up in regards to Employee of the Month nominations. Some of the unwritten rules have been:
 - i. If you win Employee of the Year, you may not be nominated for Employee of the Month during the next voting year (June to May).
 - ii. If you win Employee of the Month, you may not be nominated for Employee of the Month during the next voting year (June to May).
 - iii. Nominators may not submit consecutive nominations for the same person.
 - iv. Nominees are on the Employee of the Month for three consecutive months, unless they win.

After some discussion, the following items regarding Employee of the Year and Employee of the Month nominations were voted upon:

1. The Employee of the Year may not be nominated for Employee of the Month during the next voting year (June to May). The Employee of the Month committee will notify nominators if that happens. Aaron moved to accept this and Betsey seconded. All voted to accept this proposal.
 2. An Employee of the **Month** nomination is “good” for three months, then the nominee will roll off the ballot (a nominee will roll off automatically if they win). Barb moved to accept this proposal and Aaron seconded. All voted to approve this proposal.
- c. **Other Old Business:** Misty is working on replacing Cynthia (Category 7) and Larry (Category 6). Do they need to be replaced since their terms end in May 2014 (4 months from now)?

6. **New Business:**

- a. **I Caught You Caring** is coming up in February. The cards are given out the week of Valentine’s Day. The online form for I Caught You Caring nominations is at: <http://wtamu.edu/home/i-caught-you-caring-nominations.aspx> (The form itself was taken down after the nominations closed in 2013.)
- b. **Student Employee Appreciation Week:** April 7-11, and the luncheon is scheduled for Wednesday, April 9 at noon. The Tuition Assistance Committee should get with Jana Nixon, the Student Employment Coordinator. Staff Council helps sell tickets and helps with the set-up of the luncheon. We also take the tickets.

7. **Other Business:** None.

8. **Adjournment:** There being no other business, Carla moved to adjourn the meeting and Julie seconded. Misty adjourned the meeting at 2:30 p.m.

Next Staff Council meeting is Thursday, **February 13**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary