

## Staff Council Meeting Minutes – October 11, 2018

**Attendance** – 5 meetings since June 2018

Guests present: None

| 2018-2019 Staff Council Member | Term | EEO Category | Present | Meetings Attended Since June 2018 |
|--------------------------------|------|--------------|---------|-----------------------------------|
| Andersen, Rik                  | 2019 | EEO 3        | Y       | 5                                 |
| Bustos, Amber                  | 2020 | EEO 3        | Y       | 5                                 |
| DePue, Brooke                  | 2020 | EEO 3        | Y       | 3                                 |
| Eller, Ashley                  | 2020 | EEO 4        | N       | 0                                 |
| Ferrara, Barbara               | 2020 | EEO 5-7      | Y       | 4                                 |
| Galloway, Carolina             | 2019 | EEO 1        | Y       | 3                                 |
| Hiner, Mary                    | 2019 | EEO 4        | Y       | 1                                 |
| Johnson, Brandon               | 2020 | EEO 5-7      | Y       | 3                                 |
| Lawson, Amanda                 | 2019 | EEO 3        | Y       | 2                                 |
| Lucero, Leroy                  | 2020 | SSC          | Y       | 3                                 |
| Mayo, Jeff                     | 2020 | EEO 4        | Y       | 3                                 |
| McKinley, Steven               | 2019 | SSC          | Y       | 1                                 |
| Neill, Kristi                  | 2020 | EEO 3        | N       | 4                                 |
| Pacheco, Brandy                | 2020 | EEO 4        | Y       | 3                                 |
| Palmer, Barbara                | 2019 | EEO1         | Y       | 4                                 |
| Reagan, Michael                | 2020 | EEO 3        | Y       | 5                                 |
| Seymour, Max                   | 2019 | EEO 1        | Y       | 5                                 |
| Simmons, Shawna                | 2019 | EEO 3        | N       | 4                                 |
| Trevino, Nicole                | 2020 | SSC          | Y       | 2                                 |
| Ward, Megan                    | 2018 | Ex Officio   | Y       | 4                                 |
| Wilson, David                  | 2020 | EEO 3        | N       | 4                                 |
| Winter, Christina              | 2020 | SSC          | Y       | 1                                 |

1. **Call to Order** – Max called the meeting to order at 2:03pm
2. **Review/Approval of Minutes from previous meeting**, September 13, 2018
  - a. Two spelling corrections
  - b. Michael moved for approval and motion seconded by Rik
    - i. Minutes approved
3. **Treasurer’s Report** – (Max Seymour) for **September 1 – October 11, 2018**
  - a. Amanda moved to approve and Barbara seconded. All voted in favor and motion carries.
4. **Old Business**
  - a. Welcoming of New Members
  - b. Attendance for Staff Council Meetings
5. **Staff Council Subcommittees**
  - a. Employee of the Month (Megan Ward)
    - i. The October recipient is Amber Bustos. Working on scheduling reception.

- ii. Committee decided on a change to the nomination process - if supervisor is the nominator then a supporting letter be will not required.
- b. Scholarship & Tuition Assistance (Shawna Simmons) – Shawna out. No report.
- c. Staff Appreciation (Amanda Lawson)
  - i. First event on October 18. Flyer and email to go out on Oct. 15<sup>th</sup>.
- d. Election Committee (Megan Ward)
  - i. All seats are filled.
- e. Homecoming (Michael Reagan)
  - i. Had 20 offices participate in the door decorating contest and approx. 1280 votes.
  - ii. Aramark did donate food as prizes for the winners.
  - iii. Buffalo chip – Patrick B. was the overall winner. Positive feedback for clues.
- f. Staff Development – (Brooke DePue)
  - i. Birthday email updated and flyer created to remind staff about birthday day.
  - ii. Working on tuition research and gingerbread house contest.

## 6. **New Business**

- a. Permanent Seat on Parking Committee and Staff Council member proposal – two seats open
  - i. Recommendation for one seat to be filled by Staff Council President going forward
    - 1. Rik made motion to approve, Brandon seconded. Motion passes unanimously.
  - ii. Recommendation for other seat to be filled by a new staff council member in order to provide consistency on the committee.
    - 1. Michael made motion to approve, Barbara seconded. Motion passes with unanimous vote. Brandy volunteered to fill second seat.
  - iii. Bylaws need to be changed at next meeting to reflect decision.
- b. Homecoming Contest
  - i. Decided only faculty and staff will be eligible to participate in the Buffalo Chip contest.
  - ii. Rik made motion to approve, Brandy seconded. Motion passes with unanimous vote.
- c. Refreshment Proposal
  - i. Max proposes cookies and punch be provided at Staff Council meetings.
  - ii. Mary made a motion to approve, Rik seconded. Motion passes with unanimous vote.
- d. Any Concerns
  - i. Flexible schedules for staff – is this a possibility? Max will take to Dr. Wendler.

## 7. **Announcements**

- a. Live to Lead October 12 – attend if you can.
- b. Remind Students that October 31 is deadline to drop classes.
- c. Family Weekend is November 2-4<sup>th</sup>
- d. SECC – Megan filled Rebecca Scroggin’s seat
  - i. Donations solicited in October and President’s Office probably not providing prizes.

## 8. **Adjournment** – 2:49pm

- a. Michael moved for adjournment and Mary seconded the motion
- b. Passed unanimously

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

Respectfully submitted by Secretary, Amber Bustos