

Staff Council Meeting Minutes – September 12, 2019

Attendance – 4 meeting since June 2019

2019-2020 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2019
Broughton Kendra	2020	EEO 5-7	Y	3
Bustos, Amber	2020	EEO 3	N	2
Castagnetta, Tamara	2021	EEO 3	Y	4
Cox-Leisinger, Christina	2021	EEO 1	Y	3
DePue, Brooke	2020	EEO 3	Y	4
Eller, Ashley	2020	EEO 4	Y	4
Fisher, Nanna	2020	EEO 3	Y	3
Johnson, Brandon	2020	EEO 5-7	N	0
Kotara, Rick	2020	SSC	N	0
Lucero, Leroy (Riggs, Cindy)	2020	SSC	N	2
Mayo, Jeff	2020	EEO 4	Y	4
McKinley, Steven	2020	SSC	Y	3
Melcher, Dana	2021	EEO 1	Y	4
Pacheco, Brandy	2020	EEO 4	N	2
Palmer, Barbara	2020	EEO1	N	2
Paschel, Alyssa	2021	EEO 3	Y	4
Reagan, Michael	2020	EEO 3	Y	2
Rosales, Misael	2020	SSC	Y	3
Seymour, Max	2019	Ex Officio	Y	3
Stocker, Betty	2021	EEO 4	Y	3
Sulik, Jeff	2021	EEO 1	Y	3
Wilson, David	2020	EEO 3	Y	4

1. **Call to Order** – David called the meeting to order at 2:08 p.m.
2. **Review/Approval of Minutes from previous meeting**, August 8, 2019
 - a. Michael motioned for approval and motion seconded by Brooke - Minutes approved
3. **Treasurer’s Report (Ashley)**
 - a. Review of report from August 8-September 12.
 - b. Approval tabled until \$5,000 in tuition assistance can be reconciled.
 - c. David will follow up with Randy Rikel RE \$75,000 per year instead of \$100,000 per year as in bylaws.
4. **Old Business (David)**
 - a. University Committee – Diversity Committee
 - i. If Brandy cannot attend 09.16.19 meeting, David will try to find someone to attend in her place.
 - ii. Email Brandy if you have ideas for getting students involved on the committee.
 - b. All-Staff Meeting –Nana gave out door prizes.

- i. Two prizes weren't awarded—a parking permit and a gift card to the Bookstore.
 1. Michael motioned to use parking permit as Buffalo Chip Hunt prize and to use the bookstore gift card for a social media prize and motion seconded by Brandy, motion passed.

5. Staff Council Subcommittees

- a. Employee of the Month
 - i. August Employee of the Month reception for Carl Welch was well attended.
 - ii. Aaron Hebert was September 2019 Employee of the Month.
 - iii. F nominees that have no letter of support from their supervisor, David advised to contact supervisor again and let roll-over 3 times.
 - iv. New Employee of the Month backdrop will be used for the Employee of the Month reception on September 20, 2019.
- b. Staff Appreciation
 - i. The You Make a Difference candy will be delivered by 09.13.19.
 - ii. Upcoming events:
 1. Take a Break: November 5 from 8:30-10:30 a.m. and the location is TBD.
 2. I Caught You Caring: February 10-14
 3. Staff Appreciation Day: something will be planned for March 6
 4. Snow cones: May 6
- c. Homecoming
 - i. Will meet on September 13, 2019.
 - ii. Marketing and Communications are keeping up with the homecoming webpage.
 - iii. Michael will send out information for door registration for the door decorating contest and get with donors for door prizes.
- d. Staff Development
 - i. Will meet in the next 1-2 weeks.
- e. Scholarship & Tuition Assistance
 - i. \$49,050 awarded for fall. An additional \$3,750 needed to satisfy pending requests, Jeff motioned for approval and seconded by Alyssa, motion passed.
 - ii. Language on scholarship needs clearing up regarding \$500 and \$1000 tuition assistance.
- f. Communications
 - i. Pictures taken for re-designed website.
 - ii. An "About Yourself" sheet was given to Staff Council to fill out and give back to Nanna to be used highlight members on Member Mondays. Committee will come by to take pictures to be used when a member is featured.
 - iii. Nanna asked that pictures at Staff Council events be emailed to her to upload to the Staff Council webpage.
- g. Election
 - i. Committee will reach out and have someone by November Staff Council meeting for Vice President vacancy.

6. Final Comments from the President

- a. David will bring up to the President at the next standing meeting with a letter from Staff Council regarding the plumbing problems (no flush commodes and plumber's being called constantly) in the Classroom Center

7. New Business

- a. Handout regarding officer/committee chair discussion on Committees and VP position was discussed to help align committees and make them run more efficiently.
 - i. Brook made a motion to table for a month so members could review and motion seconded by Steve, motion carried.
- b. Filling VP and vacant committee chair positions tabled.
- c. David will send email regarding feedback on University Strategic Plan, please respond with feedback or that you have read and have no feedback by 10.10.19
- d. David opened floor for nominations for VP and vacant committee chair
 - i. David nominated Brook, Dana and Tamara who declined.
 - ii. Dana nominated Betty, who was not in attendance. Dana called Betty, who declined. David suggested tabling until next meeting.

8. **Announcements**

- a. David will be out on the Staff Council Meeting on October 10, 2019 and Max will preside.

9. **Adjournment** – 3:20 p.m.

- a. Ashley moved for adjournment and Dana seconded the motion

Next meeting is scheduled for November 14, 2019 at 2pm in **Buff Branding Room 12**.

Respectfully submitted by Secretary, Jeff Mayo