

# WTAMU Staff Council Minutes

## August 16, 2011

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### 1) Call to Order

The meeting was called to order by Bryan Glenn at 2:05 PM.

### 2) Attendance

Council Member	Term	Category	Present	Meetings Held Since May 2011	Meetings Attended Since May 2011
Black, Amber	2013	EEO 3	Y	4	3
Blake, Michelle	2012	EEO 1	Y	4	2
Bolwahn, Patrick	2013	EEO 1	Y	4	3
Brackett, Stephanie	2013	EEO 1	Y	4	3
Caid, Lisa M.	2012	EEO 4	N	4	2
Dill, Cheryle	2013	EEO 4	N	4	2
Fisher, Nanna	2012	EEO 3	N	4	0
Glenn, Bryan	2012	EEO 1	Y	4	3
Greene, Lane	2012	EEO 3	Y	4	4
Harvell, Julie	2013	EEO 5	Y	4	3
Johnson, Mike	2012	EEO 7	Y	4	1
King, Carol "Denaise"	2012	EEO 6	Y	4	3
Lueb, Chari	2012	EEO 4	N	4	3
Neal, Herschel	2013	EEO 3	Y	4	3
Platt, RoseAnne	2012	EEO 4	Y	4	4
Porter, Andrea	2012	EEO 3	Y	4	3
Salas, Victoria	2012	EEO 3	Y	4	2
Schawo, Carol	2013	EEO 7	N	4	3
Six, Dwaina	2013	EEO 5	Y	4	4
Walker, DuBois "Dub"	2012	EEO 6	Y	4	4

### 3) July Minutes

RoseAnne moved to approve the July minutes, and Lane seconded. All voted to approve.

### 4) Treasurer's Report

Patrick explained that receipts for Summer Chillin' would be coming in through the end of the week. Staff Council then discussed that the Tuition Assistance Committee needs to meet to determine the dollar amounts for scholarships. The council discussed that the amount should be the same for the fall,

and any changes in the amounts would reflect for the spring. RoseAnne thanked Staff Council for the Endowment Scholarship that she received.

## 5) Old Business

- a. Professional Development: Bryan reported that Denese Skinner is working on a Behavior Intervention Team training for staff. This was approved during the July meeting.
- b. Funding: Bryan explained to the group that the service awards would be covered by Gary Barnes at the end of the year, and that tuition assistance funds are provided by the President.
- c. Charter and Procedures: Bryan reminded the group that the By-Laws require Staff Council members to maintain an attendance rate of 75%.
- d. Committees: Bryan informed the group that Homecoming was October 6<sup>th</sup>. The Homecoming Committee needs to meet to begin discussing plans.

A fundraising committee was suggested by Dwaina Six. Ideas for fundraising include lunch sales, eating at a local restaurant that would donate a portion of the proceeds to Staff Council, selling cotton candy, and a dunking booth. Lane moved that a committee should be formed, and RoseAnne seconded. The motion passed. The group decided that the Staff Council Treasurer should lead this committee. Therefore, Patrick Bolwahnn will lead, and Amber Black, Dwaina Six, Julie Harvell, and Roger Robinson volunteered to serve on the committee. Andrea Porter suggested that the By-Laws be changed to reflect that the Treasurer will lead this committee. The group discussed that proceeds from fundraising could help support staff development, the flower fund, and the Staff Council Endowment.

## 6) New Business

- a. Employee Incentives: Bryan talked about the need for Staff Council to have a bigger presence on campus through advertising and marketing. Amber mentioned that it might be a good idea to survey the staff to find out if our current incentives (Summer Chillin', Caught You Caring, Employee of the Year, etc.) were important to WT staff.
- b. Sponsor BIT Training: (See notes from 5a.)
- c. Fundraisers: (See notes from 5d.)
- d. Facebook Page: Bryan informed the group about the Staff Council Facebook page.
- e. Shirts vs. Nametags: The group discussed various options for making our presence known at events. The group agreed that t-shirts would be appropriate for off-campus events. The Fundraising Committee will work on a t-shirt design. Patrick said that the Buffalo Gold Card office could design name badges that could be worn on a lanyard at no cost to Staff Council. A banner was another suggestion.

## 7) Other Business

- a. Employee of the Month: The group discussed that in the event of a tie, there would be a run-off election. Andrea Porter discussed with Butler and Rana in the Communications Office about highlighting the Employee of the Month winners.

- b. Employee of the Year: Bryan told the group that we did not have great attendance at the Employee of the Year ice cream social.

**8) Performance Indicators** – Bryan explained that the President is requiring Performance Indicators for every department on campus.

**9) Adjournment**

- a. Bryan adjourned the meeting at 2:54 PM.

Submitted by Amber Black, Secretary