

June 19, 2012 Staff Council Meeting Minutes

Attendance:

2012-2013 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2012	Meetings Attended Since May 2012
Banks, Carla	2014	4	Y	2	2
Black, Amber	2013	3	Y	2	2
Bolwahn, Patrick	2013	1	Y	2	2
Brackett, Stephanie	2013	1	Y	2	2
Dill, Cheryle	2013	4	N	2	1
Glenn, Bryan	2013	1	Y	2	2
Harvell, Julie	2013	5	Y	2	2
Hoover, BethAnn	2014	3	Y	2	2
Hunter, Larry	2014	6	N	2	1
McNutt, Tracy	2014	4	Y	2	2
Neal, Herschel	2013	3	Y	2	2
Rausch, Mary	2014	3	Y	2	2
Reed, Jamey	2014	7	N	2	1
Roach, Trey	2014	3	Y	2	2
Schawo, Carol	2013	7	N	2	1
Six, Dwaina	2013	5	Y	2	2
Stevenson, Lana	2014	1	Y	2	2
Thompson, Cynthia	2014	7	Y	2	2
Washington, Linda	2014	4	Y	2	2
White, Andrew	2014	3	Y	2	2
Workman, Zach	2014	1	Y	2	2

Stephanie Brackett called the meeting to order at 2 pm. In attendance were: Carla Banks, Amber Black, Patrick Bolwahn, Stephanie Brackett (Pres), Julie Harvell, BethAnn Hoover, Tracy McNutt, Herschel Neal, Mary Rausch, Trey Roach, Dwaina Six, Lana Stevenson, Cynthia Thompson, Linda Washington, Andrew White, and Zach Workman. We all participated in a fun ice breaker activity to get to know one another better! “Sassy Stephanie” led the way as we told our name, what department we work in and an adjective that describes us and begins with the same letter as our first name!

Amber and I both forgot to bring copies of last month’s minutes (in the shuffle from last year to this year’s secretary) so we encouraged everyone to read them online at <http://www.wtamu.edu/about/staff-council-minutes.aspx> and then we will take an email vote to approve. Mary Rausch indicated that there does need to be some corrections on attendance for last month.

Patrick gave the Treasurer's Report. Our Operating Fund has an ending balance of \$2,290.02 with only two outstanding items totaling \$134.26 leaving us \$2,155.76 to get us to September. One of those is a ProCard charge to Walmart for \$7.44 and he needs someone to turn in a receipt for that. The Service Awards account is in the hole because of the spring service awards (given out at the May staff meeting). Past Pres, Bryan Glenn had talked with Gary Barnes about putting some money into this account since it has been operating in the red since last year. Patrick will also move the \$539 charge that was in the Operating Fund TO the Service Awards account. Lunch for the New Employee Orientation was higher than usual because the group ate in the JBK since the Caf was closed. We discussed putting a cap on the amount each person could spend if they had to do this again but it was decided that this wouldn't happen too often and so we wouldn't worry about it.

Everyone will need to sign up for one or more committee's that they will serve on. Stephanie described each committee's responsibilities and then passed around the sign-up sheet. Along this line, Dwaina announced that she will be resigning from WT and moving away in a couple of months so we will have to hold an election to replace her position on Staff Council and replace her as Secretary.

OLD BUSINESS –

Professional Development: BIT (Behavioral Intervention Training) is available online now through TrainTraq so we won't be offering this as staff professional development. We discussed what other prof. development we could offer and that we could help promote other development that's already out there such as the Business Services Academy that the Business Office is offering twice in July and the CPR/EAD training that the Medical Services department offers. Some other ideas that were offered were: Customer Service, Severe Weather spotter, personal finance... even if they aren't "work related" per se. We also could send a questionnaire to departments about what they would like to have in training. Action: The Professional Development committee will continue to pursue, plan, and promote this.

Blood Drive: We don't have actual dates yet but there will be a Blood Drive both during Summer 1 and Summer 2 at the JBK.

Texans Caring for Texans: WT will be hosting this ceremony for many state agencies and our Employee of the Year will be honored. The reception begins at 11 am and the ceremony is at noon in the Grand Lobby of the SB Harrington Fine Arts Complex. Action: We should all try to attend.

Other Old Business – Summer Chillin': We discussed what could happen in place of this Staff Appreciation event since we no longer have ice cream in the JBK. A new idea is to set up an afternoon with Staff Council serving Blue Bell ice cream. Action: The Staff Appreciation committee will look into this. Patrick will get some info on it to them.

Staff Council pics: Stephanie will try to get Rik set up to take the new Staff Council pics for the website after the next meeting.

NEW BUSINESS –

Staff Council By-laws: We accidentally elected one too many people from one EEO category in the new Staff Council elections that were just held. The by-laws state that the assessment is done every five years to determine how many people to elect from each

category. BUT if the assessment was just done, then we would have exactly the right number of people! So, we need to decide whether to remove one of the recently elected persons from the council, or amend the by-laws to make the assessment every year. Lana said that it isn't a hard assessment/report to run. Dwaina made a motion that we amend the by-laws so that we make the assessment each year and Linda W. seconded. After some discussion, Stephanie said that we should table this motion until everyone could review the by-laws. Action: We will all read them online at <http://www.wtamu.edu/about/staff-council-by-laws.aspx> and vote to approve next meeting.

Wellness Program: Zach brought up a discussion about implementing some sort of Wellness Program here at WT. Several people threw out ideas revolving around working out and possibly including healthy eating or other healthy activities. It could be individual or in teams and could involve prizes for participating our "winning". Of course, then we discussed how to fund the "prizes" and if we could get sponsors or if the President would contribute. We also talked about researching what other wellness programs include at other similar universities. Action: Stephanie finally led us to all be thinking of this and send her at least one idea so that she could compile them.

University Flower Fund: Amber brought up how sad it is that the President has to send an email out every couple of months or so and beg for money for the University Flower Fund! We discussed how we might could support this. Some ideas were shared including promoting donations to it through I Am WT program. Beth Ann suggested we partner with our own Farm & Ranch group and use OUR flowers that OUR students grow/arrange/sell! Action: we really didn't decide anything concrete with regards to this.

University Steering Committee: Stephanie updated us that Amber represented her/Staff Council in the University Planning Committee meeting, where a recommendation was made to look at "market adjustments" for health care cost increase, focusing first on the lowest paid employees.

Employee of the Year: The Employee of the Year will be announced at the annual reception on August 6th from 3-4 pm. This will be an Ice Cream social at the Alumni Banquet Facility. Stephanie has reserved the room and requested the President's presence. Action: The Employee of the Month committee will order the ice cream.

Closing Challenge: Stephanie asked all of us to not just think that we have to do things the same way we've always done them! As representatives of the whole staff of WT, we need to communicate with our co-workers so that we can represent them well. She encouraged all of us to be innovative and send new ideas to her.

Mary moved that we adjourn and it was seconded by Trey.
The meeting was adjourned.

Respectfully submitted by: Dwaina Six, secretary
6/20/12