

## Staff Council Meeting Minutes - August 22, 2012

1. **Call to Order:** Stephanie Brackett called the meeting to order at 2:01 p.m.

2. **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	4	4
Black, Amber	2013	3	Y	4	3
Bolwahn, Patrick	2013	1	N	4	3
Brackett, Stephanie	2013	1	Y	4	4
Dill, Cheryle	2013	4	Y	4	4
Glenn, Bryan	2013	1	N	4	2
Harvell, Julie	2013	5	Y	4	3
Hoover, BethAnn	2014	3	Y	4	4
Hunter, Larry	2014	6	Y	4	3
McNutt, Tracy	2014	4	Y	4	3
Rausch, Mary	2014	3	Y	4	4
Reed, Jamey	2014	7	N	4	3
Roach, Trey	2014	3	Y	4	3
(Six, Dwaina)--vacant	2013	5			
Stevenson, Lana	2014	1	N	4	4
Thompson, Cynthia	2014	7	N	4	3
Washington, Linda	2014	4	Y	4	4
White, Andrew	2014	4	Y	4	3
Workman, Zach	2014	1	Y	4	4
*Wright, James	2012	7	Y	4	1

\*Filling the remainder of Carol Schawo's term.

3. **Review of Minutes from July 17 meeting:** Linda asked that the date be added to the minutes. Carla motioned to approve the minutes as amended, and Cheryle seconded. All voted to approve as amended.

4. **Treasurer's Report:** Patrick reported that the Employee of the Year ice cream social and two Employee of the Month receptions were still outstanding.

5. **Committees:** Stephanie passed around a new committee sign-up sheet.

- a. Stephanie asked the committees to meet, even if only by email, before the next Staff Council meeting on Sept. 18.
- b. Stephanie will get binders for each committee, so that there is continuity as members rotate on and off the committees each year.

- c. Stephanie also gave a summary of what each committee does.
  - i. The Scholarship Committee evaluates applicants and chooses recipients for the Staff Council dependent scholarships
  - ii. The Election Committee will meet regarding replacing Carol and Dwaina.
  - iii. The Staff Appreciation Committee organizes the Summer Chillin', I Caught You Caring, and You Make a Difference.
  - iv. The Staff Development Committee organizes development programs for staff. The Homecoming Committee organizes the Door Decoration Contest and the Search for the Golden Buffalo Chip contest.
  - v. The Employee of the Month Committee collects nominations and votes for EoM, and organizes the receptions. (This committee needs a member.)
  - vi. The Tuition Assistance Committee decides how money is awarded for the employee tuition assistance program. It organizes the pancake breakfast during Homecoming Week and the student employee appreciation luncheon, both of which have been fundraisers for Staff Council.

## 6. Old Business:

### a. Professional Development:

- i. BethAnn suggested a True Colors class for supervisors of student workers
- ii. Lean Six Sigma training? Trey reported that an online training class for Lean Six Sigma is in the works.
- iii. The Enterprise Center has a program every second Wednesday of the month.

### b. Wellness Program is tabled for now.

### c. Update on Changes in Membership: Carol is retiring next week and Dwaina has left employment at WT. Herschel has stepped down due to too many Category 3 positions on Staff Council.

- i. Also a discussion of the length of terms for Staff Council.

## 7. New Business:

### a. Fundraising for Staff Council: Several issues and ideas about fundraising for Staff Council were discussed.

- i. The annual pancake breakfast during Homecoming has become too expensive—Staff Council lost money the year before last, and did not hold one last year.
- ii. The student appreciation luncheon only raised about \$200 after expenses. However, it is a positive event for the student employees. About 150 attended the last one, along with a large number of staff. (Staff Council takes tickets and helps out with the luncheon.) Could Aramark donate at least some of the food? This would help keep ticket prices down.

- iii. Fundraising ideas: sell mugs filled with candy; staff appreciation breakfast, perhaps during the summer instead of Homecoming week; raffle at sporting events.
- iv. Businesses can't afford to donate food, or have a set limit of money/food that they will donate. Perhaps contacting the corporate office rather than the local business would help.
- v. Is Staff Council an option for the I Am WT campaign or the SECC?
- vi. Need to market ourselves and explain why Staff Council needs to raise money: staff development, tuition assistance, etc. We are an advocate for the university staff.
  - 1. Who is in our EEO category? Is everyone being served by Staff Council? Stephanie will bring a list to the next meeting.
  - 2. I Caught You Caring—revise this a little bit to make it more personal
  - 3. Use the campus TV monitors to get news out, as well as KWTS 91.1 spots.
  - 4. Use our Facebook page to get news out:  
<https://www.facebook.com/pages/West-Texas-AM-Staff-Council/241437532556517> (Dwaina set this up and is the administrator. Julie will get in touch with her to get administrative access.)
  - 5. Set up a publicity committee.
- vii. Stephanie asked that everyone email her with ideas of what we want Staff Council to do.

**8. Other Business:**

- a. Amber thanked everyone for the amazing job at the Employee of the Year ice cream social. This year's attendance was the highest ever for this event.

- 9. Adjournment:** Carla moved to adjourn and Linda seconded. The meeting adjourned at 2:52 pm.