

Staff Council Meeting Minutes – February 19, 2013

1. **Call to Order:** Stephanie 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	10	9
Black, Amber	2013	3	Y	10	8
Bolwahn, Patrick	2013	1	Y	10	8
Brackett, Stephanie	2013	1	Y	10	8
Glenn, Bryan	2013	1	N	10	5
Harvell, Julie	2013	5	Y	10	5
*Hobbs, Misty	2013	5	Y	10	9
Hoover, BethAnn	2014	3	N	10	8
Hunter, Larry	2014	6	N	10	5
McNutt, Tracy	2014	4	Y	10	9
Rausch, Mary	2014	3	Y	10	10
Reed, Jamey	2014	7	Y	10	8
Roach, Trey	2014	3	Y	10	6
Stevenson, Lana	2014	1	Y	10	7
Thompson, Cynthia	2014	7	N	10	6
***Tonne, Betsy	2013	4	Y	10	1
Washington, Linda	2014	4	Y	10	9
White, Andrew	2014	4	Y	10	5
Workman, Zack	2014	1	Y	10	10
**Wright, James	2012	7	Y	10	6

*Filling the remainder of Dwaina Six's term.

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

***Filling the remainder of Cheryle Dill's term.

3. **Review of Minutes from January 15 meeting:** Amber moved to approve the minutes as emailed and Linda seconded. All voted to approve the minutes as emailed.

4. **Treasurer's Report:** Patrick reported that the Operating Fund has a balance of \$4,062.32 as of February 17. All requisitions for Employee of the Month receptions have been turned in and paid, as have New Employee lunches and the cards for the I Caught You Caring campaign. Tuition Assistance has been paid out of the Tuition Assistance Fund. Tracy moved to accept the Treasurer's report as submitted and Lana seconded. All voted to approve the Treasurer's report as submitted.

5. **Update from President's Council:** Stephanie gave a brief report on the February 5 President's Council meeting. There will probably be some budget cuts again, though not as draconian as in the past, perhaps 3%. Campus departments gave updates.

6. Committees

- a. **Staff Appreciation:** Julie and Tracy reported on the I Caught You Caring campaign. They set up an online submission form, which made things really easy. Tracy printed off the submissions as they came in and then filed them in alphabetical order. They noted that this information could also be imported into an Excel spreadsheet. Physical Plant employees submitted nominations on paper. Many recipients appreciated knowing who nominated them and why. About 148 individuals were nominated, including some faculty.
 - i. Discussion--Should faculty be considered for this? The email goes to "All," faculty and staff. The faculty do work for WT. Faculty Senate has no budget at all. It also brings cohesiveness. Staff Council agreed to continue to honor faculty nominations for I Caught You Caring.
 - ii. Some student employees were also nominated. The committee suggested that these names be submitted for Student Employee of the Year instead.
 - iii. Some questions about the time period for nominations (Thursday, Feb. 7 to Thursday, Feb. 14). Maybe a Monday-Friday, or slightly longer nomination period?

7. Old Business:

- a. **Staff Opinion on Concealed Carry on Campus:** Asked to do this by Student Government. Patrick passed around a draft of the opinion, based on the results of the concealed carry survey emailed or given to all staff. He noted that only the first 100 open-ended comments can be printed out with Qualtrics. (The response rate was 84%. The survey was distributed to Physical Plant staff at safety meetings.) Briefly, the results were: 62% of staff in favor of faculty or staff being permitted to Concealed Carry on campus if they hold a permit, and 38% against; 38% of staff in favor of allowing students to Concealed Carry if they hold a permit, and 64% against. There was much discussion of the results. It was also noted that there were a number of excellent comments/suggestions regarding general safety on campus. Some questions that arose during the discussion:
 - i. Were we (Staff Council) asked to give an opinion as a body, or gather opinions of the staff and present that? Gather the opinion of the staff through a survey.
 - ii. Discussion about the survey itself. Should we include recommendations on the opinion or no? We as Staff Council feel that Staff Council should not make recommendations.
 1. Carla moved to report the survey results with no recommendations, but with comments attached. Betsy seconded. The motion was approved: no recommendations as part of the opinion.
 2. Amber thanked Patrick for all of his work on the survey.
 3. The Staff Opinion may be found online at:
http://www.wtamu.edu/webres/File/About/Staff%20Council/2013_Minutes/Concealed_Carry_Staff_Opinion.pdf

8. New Business:

- a. **Staff Council Elections:** Elections for Staff Council will be held in March, and be finalized by the Spring Staff meeting. The Election Committee will meet to get the process started.
- b. **Student Appreciation Week and Lunch:** This is coming up. BethAnn is still out on leave. The Tuition Assistance Committee will meet soon to begin plans.

9. Other Business:

a. **Business from the Floor**

- i. Zack reported that the Active Shooter session by Shawn Burns and Dr. Harry Hueston was well attended. They may do another session in the near future. Zack is working with IT to set up training on the Cisco phones.
- ii. Betsy asked about sick leave that has built up. You can't donate to the sick leave pool unless you're leaving the university. This is Texas A&M System policy. Also one can only use 268 hours from the sick leave pool. There are quite a lot of hours in the sick leave pool right now. It was recommended that employees use sick leave (when appropriate) before other types of leave, since sick leave is NOT payable when you leave employment at WT. Vacation time and comp time ARE payable, so save that instead.
- iii. Amber reported on the recent Employees of the Month:
 1. December -- Brandi Clark (Gold Card Office)
 2. January – Jon Davis (Student Affairs)
 3. February – Steve Sellars (Career Services)

10. Adjournment: Carla moved to adjourn the meeting and Linda seconded. The meeting was adjourned at 2:50 p.m.

Next Staff Council meeting is **Tuesday, March 19 at 2 p.m.**

Respectfully submitted by Mary Rausch, Secretary