

## Staff Council Meeting Minutes – July 14, 2016

1. **Call to Order:** Lynsee called the meeting to order at 2:04 p.m.
2. **Attendance:**

2016-2017 Staff Council Member		Term	EEO Category	Present	Meetings Held Since June 2016	Meetings Attended Since June 2016
Adams, Amie		2018	SSC	Y	2	1
Allen, Thomas		2018	SSC	Y	2	2
Antunez, Gilbert		2017	EEO 3	N	2	0
Bowen, Bill		2018	EEO 1	Y	2	2
Edwards, Josh		2017	EEO 5	N	2	1
Fox, Karen		2018	EEO 4	N	2	1
Garcia, Frankie		2018	EEO 6/7	N	2	0
Haasl, Lora		2018	EEO 3	N	2	0
Hampton, Jarvis		2017	EEO 1	Y	2	2
Hampton, Nancy		2018	EEO 1	N	2	1
Kopke, Kim		2018	EEO 4	Y	2	2
Mcllroy, Sherri		2017	EEO 4	Y	2	1
Nixon, Jana		2018	EEO 3	Y	2	2
Rausch, Mary		2017	EEO 3	Y	2	2
Reid, Leo		2018	EEO 3	N	2	1
Rosales, Gaby		2017	SSC	Y	2	2
Sanders, Nikky		2018	SSC	Y	2	2
Scantling, Mickie		2017	EEO 5	Y	2	2
Sparks, J. Rich		2017	EEO 1	N	2	0
Stocker, Betty		N/A	Ex Officio	Y	2	2
Sweetgall, Linda		2017	EEO 4	Y	2	2
Vinyard, Michelle		2018	EEO 3	Y	2	2
Vizzini, Beth		2017	EEO 5	Y	2	1
Whitten, Megan		2018	EEO 4	N	2	1
Williams, Melissa		2017	EEO 3	N	2	1
Womble, Lynsee		2017	EEO 3	Y	2	2

3. **Review of Minutes from June 9 meeting:** Kim moved to accept the minutes as emailed, and Josh seconded. All voted to approve the minutes as emailed.
4. **Treasurer’s Report:** Jarvis gave the Treasurer’s report for May 12-June 8 and June 9-July 13. May-June had expenditures to the SnoBall Stop and grants to students, and income from contributions (thank you Misty Hobbs!) and from coaster sales. June-July had expenditures to Walmart, Aramark, Employee of the Month, Great Armadillo (coasters for Dr. O’Brien), and Buff Gold Card (for blood drives). Our ending balance for the Operating Fund as of July 13 is \$3,998.03. Megan moved to approve the Treasurer’s reports as presented, and Mickie seconded. All voted to approve the Treasurer’s reports as presented.
5. **Old Business:**
  - a. **Vote for Staff Council secretary:** Megan volunteered to serve as Staff Council secretary for 2016/2017. Megan was elected Secretary by acclamation.
  - b. **Aramark and amendment to the Bylaws:** Lynsee is meeting with Randy Rikel on Monday, July 18.
6. **Committees:**
  - a. **Employee of the Month committee:** Melissa reported that Clay Scott is July’s Employee of the Month. Clay is a Microsystems Analyst in Information Technology. Congratulations Clay! There will be a reception to honor Clay, with the date still to be determined.

- i. **Employee of the Year Reception** is on July 25 at 3 p.m. in JBK Legacy Hall. Bring your cookies for the bake-off! Registration for the bake-off needs to be turned in to Betty by July 20. Drop your cookies off at Legacy Hall between 8-9 a.m. on Monday, July 25. Judging will be at 9:30, with the 2015/2016 Employees of the Month serving as judges.
  - b. **Scholarship & Tuition Assistance committee:** No report.
  - c. **Staff Appreciation committee:** No report.
  - d. **Election committee:** no report.
  - e. **Homecoming committee:** no report.
  - f. **Staff Development committee:** Lynsee reported that there are some things in the works for fall.
- 7. **New Business:**
  - a. **July/August Technology Training Workshops:** Lora let us know about technology training workshops that staff might be interested in. They are posted on the Staff Council Events webpage (<http://www.wtamu.edu/about/staff-council-events.aspx>) with links to course descriptions and online registration.
  - b. **Photos for Staff Council website:** If you have an official university photo on file, please send it to Mary ([mrausch@wtamu.edu](mailto:mrausch@wtamu.edu)) so she can post it on the Staff Council representatives page. This must be an official headshot taken by Rik Andersen in Communication and Marketing. If you don't have an official photo, please schedule an appointment with Rik to have your picture taken. Rik's contact information is [randersen@wtamu.edu](mailto:randersen@wtamu.edu), or 2127 by phone.
  - c. **G: Drive:** Lynsee is working on getting everyone on Staff Council access to the Staff Council folders on the G: drive. Each committee also has a subfolder.
  - d. **Active Shooter Simulation:** UPD will once again hold an active shooter simulation on campus, on Friday, August 12. The Classroom Center will be closed, except for the Bookstore and the Buff Gold Card Office. A number of parking lots around the Classroom Center will also be closed. This simulation will include various law enforcement agencies, fire, EMS, and helicopters.
  - e. **Campus Concealed Carry:** begins Monday, August 1. More information may be found on the UPD webpages: <http://www.wtamu.edu/home/campus-concealed-carry.aspx>
- 8. **Other Business:**
  - a. **Staff Council Facebook account access:** Who needs posting rights or other access to the Staff Council Facebook account? Mary has administrator access and will figure out how to give others posting access.
- 9. **Adjournment:** Linda moved to adjourn the meeting, and Megan seconded. Lynsee adjourned the meeting at 2:38 p.m.

Next Staff Council meeting is Thursday, **August 11**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by, Secretary