

Staff Council Meeting Minutes – March 10, 2016

1. **Call to Order:** Betty called the meeting to order at 2:03 p.m.

2. **Attendance:**

2015-2016 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2015	Meetings Attended Since June 2015
Antunez, Gilbert	2017	3	Y	10	9
Bedwell, Larry	2016	SSC	N	10	8
*Bowen, Bill	2016	1	Y	10	5
^Edwards, Josh	2017	5	N	10	2
Elms, Johnna	2016	4	N	10	5
Hampton, Jarvis	2017	1	Y	10	9
Hobbs, Misty	N/A	5	Y	10	8
Machado, Ricardo	2016	SSC	Y	10	7
McIlroy, Sherri	2017	4	Y	10	8
Rausch, Mary	2017	3	Y	10	10
Riggs, Cindy	2016	SSC	Y	10	7
Rosales, Gaby	2014	SSC	Y	10	10
Rueda, Misty	2016	3	Y	10	4
Scantling, Mickie	2017	5	N	10	8
^^Sparks, J. Rich	2017	1	Y	10	1
Stocker, Betty	2016	4	Y	10	10
Sweetgall, Linda	2017	4	Y	10	7
Swindell, April	2016	3	Y	10	6
Vizzini, Beth	2017	5	Y	10	8
Warren, Becky	2016	3	Y	10	7
**Williams, Melissa	2017	3	Y	10	3
Womble, Lynsee	2017	3	N	10	5

*Filling Alicia Johnson's term. **Filling Kasey Long's term. ^Filling Stephen Cross' term. ^^Filling Wendi Vanlandingham's term.

3. **Guest Speaker:** Randy Rikel, Vice President of Business and Finance.

- a. **Holiday Schedule**—The State of Texas allows up to 17 holidays each year, provided they don't fall on weekends. The Chancellor sends a proposed holiday schedule to university presidents. Each institution can adjust the schedule to best fit their needs. School district holidays (especially Spring Breaks) are taken into account. However, 5 holidays must be observed, according to Board of Regents policy: Thanksgiving Day, Christmas Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day.
 - i. **Memorial Day in 2016**—unpaid holiday this fiscal year. Staff must take vacation time or work 4 ten-hour days that week. There was discussion about how this is a hardship for some staff members. It is possible that staff may not have vacation time to take, and have to work the 4 10-hour days. Day care providers often close before 6 p.m., and charge quite a bit extra to keep a child or children until a parent can come pick them up.
- b. **Holiday Policy**—If an employee is in a Leave Without Pay status for the entire workday immediately before or after a holiday, they are not considered to be an employee and are not eligible for holiday pay. Employees who work or are in a paid leave status for at least part of

the work day before and after a holiday are eligible for holiday pay. (Paid leave statuses include vacation, sick leave, and sick leave pool.)

- c. **Fee Waivers for Part Time Employees:** There is a limited amount of money available for fee waivers. Fee waivers are a perk for full time employees. But, part time employees are using their salary from WT to pay WT tuition. There was much discussion.
4. Welcome to J. Rich Sparks! He is filling the remainder of Wendi Vanlandingham's term.
5. **Review of Minutes from February 11 meeting:** Mary noted that the number of meetings that Sherri has attended was corrected. Cindy moved to accept the minutes as corrected, and April seconded. All voted to approve the minutes as corrected.
6. **Treasurer's Report:** April reported on the various accounts for the period of January 14 to March 9. The Tuition Assistance account awarded \$3,500 in tuition assistance in November. The Foundation Fund awarded \$500 Staff and Faculty Endowed Scholarship. The Dependent Scholarship account awarded \$500 in staff, faculty and dependent grants. The Operating Fund has a balance of \$6,469.46 as of March 9. Outstanding items are: Interdepartmental Requisition for Megan Hare's Employee of the Month parking permit for \$45, Gingerbread Contest prizes from Lizzie Mae's for \$24.46, and Aramark Employee of the Month reception invoices for December (\$19.27) and January (\$28.76) for a total of \$117.49 outstanding. The adjusted Operating Fund balance is \$6,351.97. Thank you to April Swindell and Deanna Moore for your contributions to the Operating Fund and Tuition Assistance accounts! Gilbert moved to accept the Treasurer's report for January 14-March 9 as presented and Melissa seconded. All voted to approve the Treasurer's as presented.
7. **Committees:**
 - a. **Employee of the Month Committee:** The reception for February's Employee of the Month, Barbara Ferrara will be at 11:15 a.m. on Wednesday, March 23 in Old Sub. The reception for March's Employee of the Month, Rachel Williams will be at 10:30 a.m. on Thursday, March 24 in OM 108. Congratulations to Barbara and Rachel!
 - b. **Scholarship & Tuition Assistance:** The coasters are here—160 total, with 80 in each design (WT Flame and WT Buffalo). Betty has these in her office (CC 216). Forty (40) have been reserved for customizing. Anything above the \$3.50 cost for coasters could be tax deductible, as long as there is paperwork/receipts. A sundry receipt book is needed for this, and they are available in the Business Office. Send any money and receipt copies to Misty H in the Business Office.
 - i. **Student Appreciation Luncheon:** Will be on Wednesday, April 6 from 11-1:30 in JBK Legacy Hall. The theme is "Tour of Italy." Staff Council helps out, as this is one of our fundraisers. Volunteers are needed for set up, check in, and take down. Please email Betty if you can help out in any of these areas.
 - c. **Staff Appreciation Committee:** Gaby reported that 240 nominations were received for I Caught You Caring. Some faculty members and Aramark employees were nominated, due to confusion about the wording of the nomination. Wording of the nomination will be reviewed for next year's event.
 - d. **Staff Development Committee:** March's Brain Break will be Tax Tips with Dr. Darlene Pulliam on March 24 at 3 p.m.
 - e. **Election Committee:** No report.
 - f. **Homecoming Committee:** Homecoming will be on Saturday, October 8, 2016.
8. **Old Business:**
 - a. **New Staff Orientation:** The next New Staff Orientation will be on Wednesday, March 23 in the Board of Regents Room (OM 317).
 - b. **Parking at Physical Plant/Central Supply:** no problems or issues so far. Some students are parking on the grass by the greenhouse—they used to park in the lot that Physical Plant and Central Supply are parking in now. There is usually plenty of parking available on the east side of the Virgin Henson Activities Center (VHAC), which requires a parking permit. Parking lots at the First United Bank Center (FUBC) and north of Schaeffer and Wilder Parks (softball and baseball fields) do not require parking permits.

9. New Business:

- a. **President Search Committee:** Betty is on the search committee, representing Staff Council.
- b. **Blood Drive dates:** Staff Council will sponsor two summer blood drives, June 29 & 30 and July 27 & 28. Both blood drives will use the Bloodmobile, which usually parks on the east side of Cornette Library.

10. Adjournment: Gilbert moved to adjourn the meeting, and Sherri seconded. Betty adjourned the meeting at 3:05 p.m.

Next Staff Council meeting is Thursday, **April 14**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary