

## Staff Council Meeting Minutes – September 28, 2017

**Attendance** – 5 meetings since June 2017

2017-2018 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2017
Adams, Amie	2018	SSC	N	4
Allen, Thomas	2018	SSC	N	3
Andersen, Rik	2019	EEO 3	Y	5
Bowen, Bill	2018	EEO 1	Y	5
Brown, Randy	2019	EEO 1	N	1
Fox, Karen	2018	EEO 4	Y	3
Haasl, Lora	2018	EEO 3	Y	4
Hampton, Nancy	2018	EEO 1	Y	4
Ince, Ryan	2019	SSC	N	2
Kopke, Kim	2018	EEO 4	Y	5
Lawson, Amanda	2019	EEO 5-7	N	0
Lively, Darcy	2018	EEO 3	N	1
Peacock, Nicolas	2018	EEO 5-7	Y	2
Reid, Leo	2018	EEO 3	Y	3
Sanders, Nikky	2018	SSC	Y	5
Seymour, Max	2019	EEO 1	Y	4
Shea, Tracy	2019	EEO 1	Y	4
Simmons, Shawna	2019	EEO 1	Y	3
Vinyard, Michelle	2018	EEO 3	Y	4
Whitten, Megan	2018	EEO 4	Y	4
Wilson, Kina	2019	EEO 4	N	2
Womble, Lynsee	2018	Ex Officio	Y	4

1. **Call to Order** – Megan called the meeting to order at 2:01pm
2. **Review of Minutes from previous meeting, September 14, 2017**
  - a. Nancy moved and Max seconded to approve the minutes as corrected. Motion unanimously passed.
3. **Staff Council Subcommittees**
  - a. Employee of the Month (Chair – Michelle Vinyard)
    - i. The nomination process is undergoing some changes resulting in a challenging timeline. It may be advantageous to develop a questionnaire to ask for pertinent information altering the current request for a letter from the nominee’s supervisor and resume from the person who is selected.
    - ii. Clarified that SSC employees are eligible for nominations and that faculty are not eligible.

- b. Scholarship & Tuition Assistance (Chair – Lora Haasl) – no report
  - c. Staff Appreciation (Chair – Karen Fox)
    - i. An event will be held in October sometime after Homecoming.
    - ii. Candy bars will be given to staff in November.
  - d. Election Committee (Chair – Lynsee Womble) - no report
  - e. Homecoming (Chair – Bill Bowen)
    - i. Gave updates on Buffalo Chip and Door Decorating contests
      - 1. Buffalo Chip contest
        - a. Each day three e-mails (2 hours apart) will announce clues about where the Buffalo Chip is hidden.
      - 2. Door Decorating contest
        - a. Offices and departments entering the contest are encouraged to submit their own pictures.
        - b. Staff is encouraged to look at doors in person across campus.
        - c. Text to vote option will be available.
        - d. The more people participating will make events more fun.
  - f. Staff Development (Chair – Darcy Lively) – no report
4. **New Business**
- a. Lora indicated that a staff member is needed for the Information Technology Advisory Board Committee.
    - i. Bill Bowen will serve on this committee.
  - b. Brain Break - Tracy will be coordinating future activities and confirmed that presenters can be from the community and do not have to be WT faculty or staff members.
5. **Adjournment** – 2:20pm
- a. Michelle moved and Rik seconded to adjourn and the motion unanimously passed.

Respectfully submitted by, Secretary Kim Kopke