

Staff Council Meeting Minutes – November 9, 2017

Attendance – 7 meetings since June 2017.

2017-2018 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2017
Adams, Amie	2018	SSC	Y	6
Allen, Thomas	2018	SSC	Y	5
Andersen, Rik	2019	EEO 3	Y	7
Bowen, Bill	2018	EEO 1	N	6
Brown, Randy	2019	EEO 1	N	2
Fox, Karen	2018	EEO 4	N	4
Haasl, Lora	2018	EEO 3	Y	6
Hampton, Nancy	2018	EEO 1	Y	5
Ince, Ryan	2019	SSC	N	2
Kopke, Kim	2018	EEO 4	Y	7
Lawson, Amanda	2019	EEO 5-7	Y	2
Lively, Darcy	2018	EEO 3	Y	3
Peacock, Nicolas	2018	EEO 5-7	N	3
Reid, Leo	2018	EEO 3	N	3
Sanders, Nikky	2018	SSC	Y	7
Seymour, Max	2019	EEO 1	Y	6
Shea, Tracy	2019	EEO 1	Y	6
Simmons, Shawna	2019	EEO 1	Y	5
Vinyard, Michelle	2018	EEO 3	Y	6
Ward, Megan	2018	EEO 4	Y	6
Wilson, Kina	2019	EEO 4	N	3
Womble, Lynsee	2018	Ex Officio	Y	5

1. **Call to Order** – Megan called the meeting to order at 2:06pm
2. **Review of Minutes from previous meeting, October 12, 2017**
 - a. Amie moved for approval and Lynsee seconded her motion. All voted in favor, motion passed
3. **Treasurer’s Reports (Nancy Hampton) for September 1 - October 12 2017 and October 13, - November 9, 2017**
 - a. Michelle moved to approve both reports and this motion was seconded by Lynsee. All voted in favor and motion carries.
4. **Old Business**
 - a. Staff Birthday Day Off
 - i. Megan approached Shannon Ham about allowing staff to take the Birthday Day Off 30 days before and 30 days after their birthday. Shannon Ham will approach David Kohler regarding the course of action.
5. **Staff Council Subcommittees**
 - a. Employee of the Month (Chair – Michelle Vinyard)

- i. Mary Hiner is November 2017 Employee of the Month. The reception will be held on Wednesday, November 29th at 10:30am.
 - ii. There were a few more nominees for this month. Process is a little cumbersome.
- b. Scholarship & Tuition Assistance (Chair – Lora Haasl)
 - i. Save the Date: Student Employee Appreciation Luncheon is April 4, 2018.
- c. Staff Appreciation (Chair – Karen Fox) – no report
- d. Election Committee (Chair – Lynsee Womble) – no report
- e. Homecoming (Chair – Bill Bowen)
 - i. Homecoming prizes are being distributed for Door Decorating Winners
 - ii. Buffalo Chip prizes have been awarded
- f. Staff Development (Chair – Darcy Lively)
 - i. Update on Ginger Bread House Decorating Contest at University Christmas Party
 - 1. Informal polls taken to choose the theme
 - 2. Christmas Movies is the theme
 - 3. This information will be communicated to the Committee
 - ii. Update on Brain Break – Tracy Shea
 - 1. Most have not been well-attended by staff and the activity that had the highest number of attendees was the one which discussed the change in WTAMU pay periods
 - 2. The low attendance may be due to the times that the events are held
 - 3. The last Brain Break activity that Andrea Porter from Education on Demand is coordinating is December 14, 2017
 - 4. Tracy and Andrea are reviewing Brain Break to see if this is something that is feasible to continue
 - 5. Joe Cannon from the Buff \$mart Office has approached Tracy about presenting
 - 6. Amanda Lawson indicated that she will create survey and share the data about results

6. New Business

- a. Dr. Wendler Staff Appreciation Events
 - i. Dr. Wendler may send a campus-wide message to mention that it is okay for staff to leave the office in order to attend appreciation events, Staff Appreciation Day
 - ii. Dave Ramsey Financial Freedom
 - 1. Joe Cannon from the Buff \$mart Office is a trained presenter for the Dave Ramsey Financial Freedom series and is willing to lead a course
 - 2. Cost for course materials is \$109
 - 3. Buff \$smart is new to WTAMU this year and provides currently enrolled students the opportunity to learn financial literacy concepts
 - iii. Workday Learning Labs
 - 1. Open learning labs are scheduled during the month of November
 - 2. All WT employees are invited to attend
 - 3. Ability to log in with own credentials and view records with view only capability
 - iv. Pipeline Programs for Graduate School
 - 1. Information session to be held November 20, 2017
 - 2. Staff welcome to apply

- v. Campus Master Plan Survey-Runs through Thanksgiving
 - 1. Watch for link in order to take survey in case you have not already done so
 - 2. All are welcome to take the survey

7. **Announcement**

- a. Family Weekend
 - i. 2200 families coming to campus please volunteer if you can

8. **Adjournment** - 2:26pm

- a. Rik moved to adjourn and Max seconded
- b. Motion unanimously passed

Next meeting is scheduled for **December 14, 2017** at 2pm in the JBK Buff Branding Room.

Respectfully submitted by, Secretary Kim Kopke