

## Staff Council Meeting Minutes – December 14, 2017

### Attendance – 8 meetings since June 2017.

| 2017-2018 Staff Council Member | Term | EEO Category | Present | Meetings Attended Since June 2017 |
|--------------------------------|------|--------------|---------|-----------------------------------|
| Adams, Amie                    | 2018 | SSC          | Y       | 7                                 |
| Allen, Thomas                  | 2018 | SSC          | Y       | 6                                 |
| Andersen, Rik                  | 2019 | EEO 3        | Y       | 8                                 |
| Bowen, Bill                    | 2018 | EEO 1        | Y       | 7                                 |
| Brown, Randy                   | 2019 | EEO 1        | N       | 2                                 |
| Fox, Karen                     | 2018 | EEO 4        | Y       | 5                                 |
| Haasl, Lora                    | 2018 | EEO 3        | Y       | 7                                 |
| Hampton, Nancy                 | 2018 | EEO 1        | Y       | 6                                 |
| Ince, Ryan                     | 2019 | SSC          | N       | 2                                 |
| Kopke, Kim                     | 2018 | EEO 4        | Y       | 8                                 |
| Lawson, Amanda                 | 2019 | EEO 5-7      | N       | 2                                 |
| Lively, Darcy                  | 2018 | EEO 3        | Y       | 4                                 |
| Peacock, Nicolas               | 2018 | EEO 5-7      | Y       | 4                                 |
| Reid, Leo                      | 2018 | EEO 3        | N       | 3                                 |
| Sanders, Nikky                 | 2018 | SSC          | Y       | 8                                 |
| Seymour, Max                   | 2019 | EEO 1        | N       | 6                                 |
| Shea, Tracy                    | 2019 | EEO 1        | N       | 6                                 |
| Simmons, Shawna                | 2019 | EEO 1        | N       | 5                                 |
| Vinyard, Michelle              | 2018 | EEO 3        | Y       | 7                                 |
| Ward, Megan                    | 2018 | EEO 4        | Y       | 7                                 |
| Wilson, Kina                   | 2019 | EEO 4        | N       | 3                                 |
| Womble, Lynsee                 | 2018 | Ex Officio   | N       | 5                                 |

1. **Call to Order** – Megan called the meeting to order at 2:05pm
2. **Review of Minutes from previous meeting, November 9, 2017**
  - a. Michelle moved to approve the minutes and Nancy seconded, motion passed
  - b. No quorum present at that point in the meeting
3. **Treasurer’s Report (Nancy Hampton) for November 10, 2017 – December 14, 2017**
  - a. Amie moved to approve the Treasurer’s report which was seconded by Rik, motion passed
  - b. No quorum present at that point in the meeting
4. **Old Business**
  - a. Staff Birthday Day Off
    - i. David Kohler, Director of Human Resources, gave approval for WT Staff to take one paid day off either 30 days before or 30 days after the WT Staff Member’s birthday
    - ii. The new policy takes effect January 1, 2018
  - b. Whether or not the Brain Break should be continued
    - i. Due to lack of quorum present at that point in the meeting this item was tabled until the January 11, 2018 Staff Council meeting

## 5. Updates from Staff Council Subcommittees

- a. Employee of the Month (Chair – Michelle Vinyard)
  - i. Carolyn Van Tassel, UPD, is the December Employee of the Month
  - ii. The reception will be held January 17, 2018 at 10:30am
  - iii. Updates to rules and process are needed to include no nominations from spouses or family members
- b. Scholarship & Tuition Assistance (Chair – Lora Haasl)
  - i. Those in attendance were invited to proof-read a flyer advertising Tuition Assistance Scholarship and Faculty and Staff Endowed Scholarship
    1. Questions regarding eligibility of current SSC employees who were once WT employees will be clarified before flyer is distributed
    2. Strike “Personnel Services” from draft copy
- c. Staff Appreciation (Chair – Karen Fox)
  - i. Halloween Activity and Candy Bar distribution went well
  - ii. Appreciates help from committee members and volunteers
- d. Election Committee (Chair – Lynsee Womble) – no report
- e. Homecoming (Chair – Bill Bowen)
  - i. All Homecoming Door Decorating and Buffalo Chip prizes have been awarded
- f. Staff Development (Chair – Darcy Lively)
  - i. Ginger Bread House Decorating Contest at University Christmas Party
    1. Christmas Movies was theme
    2. Total of 5 entries (4 Snoopy entries and a Santa Claus)
    3. The entry submitted by Purchasing won and each team member will receive \$10 on their Buffalo Gold Card

## 6. New Business

- a. From here forward per Dr. Wendler, no event flyers may be posted on the doors of any campus building
  - i. SSC is instructed to remove any flyers currently posted
  - ii. Student workers from SEES Division, Mike Knox’s office, will routinely check campus

## 7. Announcements

- a. Aaron Parker’s Retirement Party is happening now in Legacy Hall
  - i. He has worked at WTAMU for 42 years
  - ii. School of Music Christmas Concert will be televised on PBS on December 19<sup>th</sup> at 8pm and December 25<sup>th</sup> at 9:30pm

## 8. Adjournment – 2:23pm

- a. Bill moved to adjourn and Nancy seconded
- b. Motion unanimously passed

Next meeting is scheduled for **January 11, 2018** at 2pm in the JBK Buff Branding Room 12.

Respectfully submitted by Secretary, Kim Kopke