

WTAMU Staff Council Minutes

September 20, 2011

1) Call to Order

The meeting was called to order by Vice President Lane Greene at 2:02 PM.

2) Attendance

Council Member	Term	Category	Present	Meetings Held Since May 2011	Meetings Attended Since May 2011
Black, Amber	2013	EEO 3	Y	5	4
Blake, Michelle	2012	EEO 1	Y	5	3
Bolwahn, Patrick	2013	EEO 1	Y	5	4
Brackett, Stephanie	2013	EEO 1	Y	5	4
Caid, Lisa M.	2012	EEO 4	Y	5	3
Dill, Cheryle	2013	EEO 4	Y	5	3
Fisher, Nanna	2012	EEO 3	N	5	0
Glenn, Bryan	2012	EEO 1	Y	5	4
Greene, Lane	2012	EEO 3	Y	5	5
Harvell, Julie	2013	EEO 5	Y	5	4
Johnson, Mike	2012	EEO 7	Y	5	2
King, Carol "Denaise"	2012	EEO 6	Y	5	4
Lueb, Chari	2012	EEO 4	Y	5	4
Neal, Herschel	2013	EEO 3	Y	5	4
Platt, RoseAnne	2012	EEO 4	Y	5	5
Porter, Andrea	2012	EEO 3	N	5	3
Salas, Victoria	2012	EEO 3	Y	5	3
Schawo, Carol	2013	EEO 7	Y	5	4
Six, Dwaina	2013	EEO 5	Y	5	5
Walker, DuBois "Dub"	2012	EEO 6	Y	5	5

3) August Minutes

Chari moved to approve the August minutes, and RoseAnne seconded. All voted to approve.

4) Treasurer's Report

Patrick explained that while the Service Awards account still had a negative balance, Gary will be covering. We are still waiting for Summer Chillin' invoices. RoseAnne and Chari will follow up with Aramark.

5) Old Business

- a. Professional Development: Dub and Lisa reported that Denese Skinner had proposed two dates for Behavioral Intervention Team training for staff: October 21 or October 28. Amber made a motion to approve October 21st as the training date, and Lisa seconded. The group voted unanimously to approve. Jonathan Davis will be contacted to reserve rooms, and Lisa will handle the RSVP's for the training. Zoomerang was suggested.
- b. Exigency Planning Committee: Bryan explained that three staff members have been appointed to serve on the Program Review Committee that will be chaired by Dr. Albrecht and Dr. Shaffer. These are Shawn Thomas, Denese Skinner, and Mark Hiner. All programs on campus will be reviewed by this committee in the coming months.

6) New Business

- a. Blood Drive: To be held in the JBK October 10th-13th. There will be no bloodmobile. This is sponsored by Student Government. Gray and orange t-shirts will be given to those who donate blood, and there is a competition to see which college has the most blood donors.
- b. Homecoming Door Contest: RoseAnne reported that a flyer was sent out by email. There will again be two categories, the small door and large door categories. The contest will be judged by Mrs. O'Brien and two alumni.
- c. Buffalo Chip Contest: Skip Chisum has asked Jon Behrens to write the clues for the Buffalo Chip Contest. The Homecoming Committee will be organizing the contest. The winner of this contest will win a membership to the Activities Center.
- d. Homecoming Fundraiser: The group had a discussion about ideas for a fundraiser at homecoming. The pancake breakfast did not make money in the past. Other ideas included t-shirts, Mardi gras beads, and cotton candy. Cheryle, Amber, Dwaina, Julie, and Bryan all volunteered to sell cotton candy at the Homecoming game. Bryan said that he would look into how much it would cost and then would get us the information.
- e. Lean Six Sigma: As a part of the University's goal to be more efficient, the University will be adopting Lean Six Sigma. Bryan explained that this is a business management strategy that includes set of analytical tools (known as the "five whys") that help organizations to examine processes to identify waste. These are not necessarily for downsizing, but can help to improve processes. On October 4th, leaders from the University will meet with Pantex, where they currently utilize the Lean Six Sigma methods. Pantex will be helping the University to implement this strategy. Eventually, members of Staff Council will be trained, and we will help to implement Lean Six Sigma throughout the University.

7) Other Business

- a. Employee of the Month: Lane reminded the group to vote for Employee of the Month.
- b. Gingerbread Houses: Carol proposed an idea for the staff to get together to make gingerbread houses during the holidays. Patrick made a motion to approve this idea, and Stephanie seconded. The motion passed. The group decided that we would have judging during the Christmas party for the best house. Offices will need to sign up to participate in early December

so we can order kits. Offices will be able to add stuff to the basic kits to make the houses festive.

8) Adjournment

Bryan adjourned the meeting at 3:13 PM.

Respectfully submitted by Amber Black, Secretary