

Staff Council Meeting Minutes – March 19, 2013

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

2. **Attendance:**

2012-2013 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2012	Meetings Attended Since May 2012
Banks, Carla	2014	4	Y	11	10
Black, Amber	2013	3	Y	11	9
Bolwahn, Patrick	2013	1	Y	11	9
Brackett, Stephanie	2013	1	Y	11	9
Glenn, Bryan	2013	1	Y	11	6
Harvell, Julie	2013	5	Y	11	10
*Hobbs, Misty	2013	5	Y	11	6
Hoover, BethAnn	2014	3	N	11	8
Hunter, Larry	2014	6	Y	11	6
McNutt, Tracy	2014	4	Y	11	10
Rausch, Mary	2014	3	Y	11	11
Reed, Jamey	2014	7	N	11	8
Roach, Trey	2014	3	Y	11	7
Stevenson, Lana	2014	1	N	11	7
Thompson, Cynthia	2014	7	N	11	7
***Tonne, Betsey	2013	4	Y	11	2
Washington, Linda	2014	4	Y	11	9
White, Andrew	2014	4	Y	11	6
Workman, Zack	2014	1	Y	11	11
**Wright, James	2012	7	N	11	6

*Filling the remainder of Dwaina Six's term.

**Filling the remainder of Carol Schawo's term.

***Filling the remainder of Cheryle Dill's term.

3. **Review of Minutes from February 19, 2013 meeting:** Carla moved to approve the minutes as submitted and Tracy seconded. All voted to approve the minutes as submitted.

4. **Treasurer's Report:** Patrick reported that he hasn't received invoices from the latest Employee of the Month receptions and that as of March 17, the Operating Fund has a balance of \$3,841.32. Tuition assistance has been paid out of the Tuition Assistance Fund, and one scholarship has been returned and added back into the fund. Carla moved to accept the Treasurer's report as submitted and Betsey seconded. All voted to approved the Treasurer's report as submitted.

5. **Committees:**

- a. **Election Committee:** Stephanie reported that as of today only one person has submitted their name as being willing to run for Staff Council. Patrick brought up the possible outsourcing of the Physical Plant affecting elections. We are waiting for a decision on that—it affects about 250 people from the Physical Plant (Grounds and Custodians are the two largest contingents from the Physical Plant). This is a Texas A&M University System decision, not a WT decision.
 - i. Stephanie also mentioned that all Staff Council executive positions are open. Staff Council members rotating off in 2013 are: Amber, Patrick, Bryan, Julie, Misty, Betsey, and James.
 - ii. Amber asked about keeping Staff Council at the same amount of members, if the Physical Plant operations are outsourced. Staff Council bylaws state that “each classification shall receive one representative for each 30 eligible employees” (*Staff Council By-Laws, Article VI, Section 2*: <http://www.wtamu.edu/about/staff-council-by-laws.aspx>) There would have to be a campus-wide vote to amend the bylaws.
 - iii. Executive positions—each officer briefly described what their duties are:
 - i. **President:** Stephanie attends President’s Council, University Steering Committee meetings, new staff orientations. She generally spends about 1 hour per week on Staff Council President duties.
 - ii. **Vice President:** Amber coordinates the Employee of the Month ballots and voting, and coordinates with the university President’s office in scheduling Employee of the Month receptions (12 times a year). The Vice President also sends out the e-ballots and paper ballots to all Staff Council members, and sends out “runoff” ballots when there are tie votes. The Vice President fills in for the President when necessary.
 - iii. **Secretary:** Mary takes the meeting minutes, types them up and sends them to all Staff Council members by email or campus mail. The Secretary reminds Staff Council of upcoming meetings, sending out email meeting invitations or reminder memos through campus mail. The Secretary also maintains the Staff Council website, and posts meeting minutes there as well. On rare occasions, the Secretary will fill in when both the President and Vice President are unable to attend a meeting or other function. She spends about 2 hours a month on Staff Council duties.
 - iv. **Treasurer:** Patrick pays the Aramark invoices from the Employee of the Month receptions, tracks accounts, adjusts each month, reconciles ledgers, keeps accounts up-to-date. This takes about 1 hour a month.
- b. **Scholarship Committee:** Stephanie asked the committee to meet as soon as possible to discuss/review applicants. The due date was Friday, March 15. Cheryle was the chair. Patrick asked about documentation for the scholarship applicants, which Stephanie has. Patrick volunteered to chair the Scholarship Committee until he rotates off Staff Council. (The Scholarship Committee met immediately after the Staff Council meeting adjourned.)

6. Old Business:

- a. **Attendance:** Stephanie brought up that several members are not within the attendance guidelines stated in the Staff Council By-Laws (Article V, Section C): “Any member whose attendance rate falls below 75 percent of the regular and special Staff Council meetings during a single semester or summer shall be removed. The unexpired term will be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. The new member will serve the remainder of the term.”

- i. Is there a better meeting time? Please campus mail/email Stephanie if you have any ideas.
 - ii. Do you want to stay on Staff Council? Are you able to stay on Staff Council given your work schedule? If not, please let Stephanie know so your position can be opened for the upcoming Staff Council elections.
- b. **Concealed Carry Clarification:** Nick Goettsche (Student Body President), Jose Lopez (Student Body Vice President) and Nune Perez (Student Senate member) were guest speakers. They came to discuss the headline article ("*Student Gov permits conceal carry*" [sic]) of March 19's issue of *The Prairie*. Student Senate voted on an official opinion regarding concealed carry of weapons.
 - i. They do not have the authority to allow concealed carry on campus. The local news media are picking up this headline, and the article seems to imply that concealed carry is allowed on the WT campus. There was some concern about *Prairie* reporters not verifying facts before reporting.
 - i. Carla recommended calling Chief Burns and the dispatchers to let them know what was actually voted on in Student Senate—they have been fielding calls from the media and others on this issue.
 - ii. Zack pointed out that this was strictly the opinion of student government. The law regarding concealed carry on campus (it's not allowed) has NOT changed.
 - ii. Butler Cain, faculty advisor to *The Prairie*, is aware of the situation. He generally does not interfere with student reporting. What about accountability? The person who actually interviewed Nick Goettsche was not the same person who wrote the article. *Prairie* reporters generally record their interviews, though.
 - iii. Trey pointed out that this is an opinion to take to state legislative representatives, that is all.
 - iv. Brief discussion of perhaps filing a grievance against the *Prairie*. Student Senate does not want to do that at this time. Members of Student Senate will meet with Denese Skinner, Interim Vice President of Student Affairs.
 - v. Betsey recommended compiling procedures of what to do in situations like this. Also, document what steps were taken and what the results were.
- c. **Joint session:** Nune Perez proposed that the three governing bodies at WT—Faculty Senate, Staff Council, and Student Senate have joint sessions, perhaps beginning with the Fall 2013 semester. These meetings would allow the three groups to establish goals for the academic year and pool resources. Dr. Shaffer has been approached with this idea, and Nune will talk to Faculty Senate at their meeting on Friday, March 22. Some questions: when to meet? How often? There will be turnover in all three groups, but this needs to get on the calendar now for Fall 2013.

7. **New Business:**

- a. **Student Employee Appreciation Week (April 8-11):** This is a major fundraiser for Staff Council. Amber has a template for luncheon tickets, and will get in touch with BethAnn. Is the Alumni Banquet Hall reserved for the luncheon on Wednesday, April 10? The sound system? Anyone who is can is asked to help decorate the Alumni Banquet in the morning and/or help with the luncheon itself. Schedule of events:
 - i. Monday, April 8—Student Employee Appreciation Coffee break for student employees and supervisors in CC 113, 9 a.m.-4 p.m.
 - ii. Tuesday, April 9—Student Employee of the Year reception, time and location TBA.
 - iii. Wednesday, April 10—Student Employee Appreciation Luncheon, Alumni Banquet Hall, 11:30 a.m.-1 p.m.
 - iv. Thursday, April 11—Part-Time Job Fair, JBK Legacy, 9 a.m.-1 p.m.

- b. **Parking:** The university Parking Committee met recently, and is planning a town hall meeting in early April. There was much discussion:
 - i. Many students and staff are riding the shuttle bus. Carla reported that there have been 65,000 passengers on the university shuttles this year.
 - ii. There are some safety concerns. The shuttles quit running at 6 p.m. What about staff who work past 6 p.m. and park in the First United Bank Center (FUBC) parking lot? The path connecting the FUBC with campus is not maintained (and part of it is closed off right now due to road construction).
 - iii. There is no parking near several buildings, and staff risk tickets while loading or unloading vehicles while conducting university business.
 - iv. Parking will be pushed towards the outer boundaries of campus according to the university master plan
 - v. Very little visitor parking, especially for older or disabled visitors. All shuttles have lifts, but do not drop off passengers at places other than the designated stops.
 - vi. Loss of productivity at work. Many people who leave during the day for appointments do not come back to work—too much of a hassle. Also, many who need to go home or run errands during lunch have trouble finding parking. Parking at the FUBC and taking the shuttle pretty much wipes out an hour lunch.
 - vii. If paid parking permits are required for parking at the FUBC, that might cause even more unrest.
- c. **May Staff Meeting:**
 - i. Bryan is working collecting door prizes for the all-staff meeting. If you have any ideas for prizes or can get some, please let Bryan know.
- d. **Roadmap of the next few months:**
 - i. March—Staff Council elections
 - ii. April—Student Appreciation week
 - iii. May—Employee of the Year winner
 - iv. May—Staff Council appointees to committees whose terms end in 2013 need to be replaced. A nominee does NOT have to be on Staff Council to be appointed to a committee. A list of all committees and members is available at <https://wtaccess.wtamu.edu/committees/?full> Use your browser's search function to search on *staff council* (Ctrl > F in both Firefox and Chrome).

8. **Adjournment:** Tracy moved to adjourn and Betsey seconded. The meeting was adjourned at 3:21 p.m.

Next Staff Council meeting is **Tuesday, April 16 at 2 p.m.**

Respectfully submitted by Mary Rausch, Secretary