

Staff Council Meeting Minutes – November 14, 2013

1. **Call to Order:** Misty called the meeting to order at 2:04 p.m.

2. **Attendance:**

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	7	7
Brackett, Stephanie	2013	1	N	7	4
Hobbs, Misty	2015	5	Y	7	6
Hunter, Larry	2014	6	N	7	0
Imke, Julie	2015	1	Y	7	5
McDonald, Rana	2015	3	N	7	6
McFadden, Michelle	2015	1	N	7	4
McNutt, Tracy	2014	4	Y	7	6
Parker, Aaron	2015	7	N	7	3
Rausch, Mary	2014	3	Y	7	6
Reed, Jamey	2014	7	N	7	4
Roach, Trey	2014	3	Y	7	5
Stevenson, Lana	2014	1	Y	7	5
Thompson, Cynthia	2014	7	N	7	0
Tonne, Betsey	2015	4	Y	7	5
Washington, Linda	2014	4	N	7	3
White, Andrew	2014	4	Y	7	5
Workman, Zack	2014	1	Y	7	7
*Wyckoff, Eppie	2014	3	Y	7	5
Zellers, Barb	2015	5	Y	7	6

*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from October 10, 2013 meeting:** Carla moved to approve the minutes as emailed, and Tracy seconded. All voted to approve the minutes as emailed.

4. **Treasurer's Report:** Zack reported that the Employee of the Year invoice finally came in, and that there were several other expenditures between Oct. 8 and Nov. 12:

- a. Buffalo Chip find prize: \$100.
- b. pizza parties for Homecoming door winners: \$163.80.
- c. You Make a Difference candy: \$414.10

The ending balance for the Operating Fund was \$5,488.44. Still outstanding are the Employee of the Month reception for October and the New Employee lunch for October.

- d. Tuition Assistance Fund had a \$20 contribution from Deanna Moore.
- e. University Endowment had a \$10 contribution from Johnna Elms.

5. **Committees:**

- a. **Tuition Assistance Committee:** This committee hasn't had a chance to meet about the discussion of grandfathering in the SSC employees who had been employed by

WT at the time of the switchover; in other words, had continuous service from WT through to SSC. Betsey felt it was fair to grandfather in those employees. This does set precedence for any departments that might be outsourced at a later date.

Several questions arose during the discussion:

- i. What about Aramark employees? They've never been WT employees and wouldn't qualify.
- ii. What about former WT employees who quit before contract/takeover date and then were later hired by SSC? This is not continuous service, and wouldn't qualify.
- iii. On a different note, Misty asked Dan Garcia to allow part time staff to have fees waived. Full time employees have about 7 fees waived, which amounts to about \$300 off of tuition. (Scholarships are for full-time employees.)
- iv. Staff Tuition Assistance Committee helps with the Student Appreciation Luncheon (Wednesday, April 14, 2014). This has been a fundraiser for the Tuition Assistance fund/account in the past.

6. Old Business:

- a. Misty has tried several times to contact Cynthia Thompson, with no success. She will contact the next person on the election list to fill out Cynthia's term. (Cynthia has not attended a staff council meeting since Nov. 20, 2012.) Also, Larry Hunter has not attended a meeting since March 19, 2013. Staff Council Bylaws state:

Article IV. Membership

C. Attendance

1. 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.

<http://www.wtamu.edu/about/staff-council-by-laws.aspx>

7. New Business:

- a. **Staff Development Committee:** Misty and Mary are the 2 members of this committee. Mary shared some ideas that had been recommended in past Staff Council meetings.
- b. Carla is on the University Diversity Committee, which is sponsoring a Social Justice Leadership Conference in the spring. There will be workshops on various topics, and this would be a good way to participate in student activities.
- c. Zack recommended that the library do the Database Drop-In again, perhaps on a different day/time than Friday over lunch. Barb recommended a cross-generational speaker.
- d. They recommended being part of New Employee Orientation again. Much of the information needs to be updated, especially the videos and PowerPoint slides. Carla asked how much it would cost to do a new video. Could it be a student project? Randy Ray would be the person to check with on that. Trey volunteered to attend the New Employee Orientation scheduled for Tuesday, November 19.
- e. What happens when Kathy Green retires? She has been leading the campus tours for the new employee orientation, and has a lot of institutional knowledge/history that isn't written down anywhere.
- f. Trey also mentioned that the university website is being redesigned and reformatted to make information easier to find. This particular edition of the website is structured according to the university's organizational chart, which doesn't necessarily make sense to a prospective student.

8. Other Business:

- a. Betsey pointed out that there is no salary increase or compensation if you receive a degree while employed at WT. There isn't any incentive to get a degree or to stay at

WT if you do. Could there be something like a tuition rebate once you've finished your degree if nothing else?

- b. **Gingerbread House Contest.** This would be held in conjunction with the University Holiday Party on Thursday, December 5. The response to it has been positive. There was discussion of rules: no more than 4 team members, visible decorations must be edible, base and height could only be certain dimensions, ... Do we have enough in our budget to put \$10 on winning team's Buff Gold cards (at most \$40?). Silent auction of centerpieces, which will be donated by departments. Should we collect for SnakPaK 4 Kids as price for a voting ticket? Too late to organize that for this year. Maybe next year.
 - c. **Financial Records:** Gary Barnes signed off on the records for Fiscal Years 2006-2009. Barb moved to destroy those records as per the Texas A&M System Record Retention Schedule, and Betsey seconded.
 - d. **Shuttle Availability After 6 p.m.:** If you need to have the shuttle to the First United Bank Center to run after 6 p.m., call the UPD Parking Services at 2309 and let them know you need the shuttle to run after 6 p.m. because you work until a certain time, or are in class until a certain time. If you are on campus after 6 p.m. and need an escort to the FUBC, call UPD at 2300 and they will escort you to your vehicle. Carla manages the university shuttles. The drivers have done counts of vehicles in the FUBC parking lot at 6 p.m., and there haven't been more than 12 or so in the lot then.
9. **Adjournment:** Carla moved to adjourn the meeting, and Lana seconded. The meeting was adjourned at 3:04 p.m.

Next Staff Council meeting is Thursday, **December 12**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary