

Staff Council Meeting Minutes – November 12, 2015

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

2. **Attendance:**

*Filling Alicia Johnson’s term. **Filling Kasey Long’s term. ^Filling Stephen Cross’ term.

2015-2016 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2015	Meetings Attended Since June 2015
Antunez, Gilberto	2017	3	Y	6	5
Bedwell, Larry	2016	SSC	Y	6	6
*Bowen, Bill	2016	1	Y	6	2
^Edwards, Josh	2017	5	N	6	0
Elms, Johnna	2016	4	Y	6	4
Hampton, Jarvis	2017	1	Y	6	5
Hobbs, Misty	N/A	5	Y	6	4
Machado, Ricardo	2016	SSC	N	6	3
McIlroy, Sherri	2017	4	N	6	4
Rausch, Mary	2017	3	Y	6	6
Riggs, Cindy	2016	SSC	N	6	3
Rosales, Gaby	2014	SSC	Y	6	6
Rueda, Misty	2016	3	Y	6	3
Scantling, Mickie	2017	5	Y	6	6
Stocker, Betty	2016	4	Y	6	6
Sweetgall, Linda	2017	4	N	6	3
Swindell, April	2016	3	Y	6	4
Vanlandingham, Wendi	2017	1	Y	6	4
Vizzini, Beth	2017	5	N	6	4
Warren, Becky	2016	3	N	6	4
**Williams, Melissa	2017	3	N	6	1
Womble, Lynsee	2017	3	N	6	4

3. **Review of Minutes from September 10 and October 8 meetings:** April moved to accept both sets minutes as emailed and Mickie seconded. All voted to approve both sets of minutes as emailed.

4. **Treasurer’s Report:** April reported on the various accounts for the period of July 9-November 11, 2015 (July 9 August 10, August 11-September 9, September 10-October 7, and October 8-November 11). The Operating Fund has a balance of \$6,685.07 as of Nov. 11. Outstanding items are: Aramark invoices for \$24.19 and \$19.28, and \$11.38 for a total of \$54.85. The adjusted balance as of Nov. 11 is \$6,630.22. Thank you to April Swindell, Deanna K. Moore, Misty Hobbs, Ricardo Machado, and Kina Wilson for your contributions to Staff Council Operating Fund, Tuition Assistance, Dependent Scholarship, and University Endowment Accounts! Larry moved to approve the Treasurer’s reports for July-November as submitted, and Misty R. seconded. All voted to approve the Treasurer’s reports as submitted.

5. Committees:

- a. **Employee of the Month Committee:** The reception for October's Employee of the Month, Donna Makhavane, will on Monday, Nov. 16 at 1:30 p.m.
- b. **Scholarship & Tuition Assistance:** Nothing to report.
- c. **Staff Appreciation:** Gaby reported that the committee passed out candy bars. The committee used clear labels, since that was what was available. Everyone enjoyed the candy bars. It took time to label, sort, and deliver the candy bars. HR did not provide labels this year, but did supply the list.
- d. **Staff Development:** Mary reported on the Gingerbread House contest. The committee met and picked "Movie Night" for the theme—at least one movie theater candy or snack must be used, and the teams must make a gingerbread version of a movie scene, and give that scene a Christmas twist. Brandon Steinle designed a great flyer for us. In order to have enough room to post the flyer and the entry form, Trey Roach set up a Staff Council Events webpage. (Thank you Brandon and Trey!) The committee discussed adding the flyer to the university's digital sign boards, but decided against it—students see (and read) the digital signage and would want to enter the contest. Misty H. said that one team had submitted an entry form, but there were also several groups interested in entering. The entry deadline is Dec. 1. The gingerbread houses are displayed in the library after the University Christmas Party, and then taken to area nursing homes.
- e. **Election Committee:** Nothing to report.
- f. **Homecoming Committee:** Nothing to report.

6. Old Business:

- a. **New Staff Orientation:** Betty reported that there were at least 20 new staff at the New Staff Orientation. It was short, but very informative.

7. New Business:

- a. **Fundraisers:** Betty received a question from the Texas A&M University Commerce staff council asking what fundraisers we hold to raise money. We haven't done fundraisers recently. (At one time, Staff Council held a pancake breakfast to raise money for the tuition assistance scholarship, but it got too expensive.) TAMUC is selling garden flags for \$15 as a fundraiser for their staff council (\$5 goes to their staff council). If we did a similar fundraiser, how many flags would we have to order up front, and how much would it cost? Betty has asked a few vendors, but hasn't received any responses. What companies/vendors have a license for merchandise with a WT logo? Scarborough Specialties and Great Armadillo Printing Company are two. We might want to do a fundraiser to be sure Staff Council is financially solid. Staff Council doesn't always receive funding from other sources.
- b. **Banner and Table Covering:** Betty did some checking on prices. A stand up banner that is 24" x 89" x 6" is about \$249. A table cloth or covering in burgundy and white is about \$300. Brandon Steinle designed a graphic for a banner, which Betty passed around for us to look at.
 - i. Would a graphic in a frame on an easel work? It is less expensive, and still looks nice. It could be put on foam core.
 - ii. Pull down banners are more noticeable, since they're taller (about 7.5 feet).
 - iii. We could start with a framed graphic on an easel, and see if we need to get a pull-down banner. A banner doesn't have to be fitted to a table, and can be seen even if there are people in front of it.
- c. **Vice President:** Gilbert is willing to serve as Vice President for Staff Council. Mickie nominated Gilbert for Vice President, and April seconded. No other nominations

were made, and Mary moved to cease nominations, which Larry seconded. Gilbert was elected Vice President of Staff Council by acclamation. Congratulations Gilbert!

- d. **WT "BuffList"**: Betty brought up the possibility of setting up a buy/sell/trade list similar to CraigsList, but limited to the WT community. There was much discussion. One concern is that this should not be hosted on a WT webpage or website. Perhaps a closed Facebook group? This would require a lot of work for any Facebook group administrator, especially for a closed group.
- e. **Wellness Council**: Mickie and Jarvis have been attending meetings of the Wellness Council. There are a number of ideas being discussed, including receiving time off to exercise three times a week. Also, perhaps setting a walking trail on campus with mileposts/signs (this would use existing sidewalks), and indoors in the Classroom Center and/or Old Main. There are a number of Nursing and Sports and Exercise Science faculty. Regarding the Virgil Henson Activities Center (VHAC)—state law requires faculty and staff to pay for access since students pay an activity fee for the VHAC. We do receive a reduced membership rate compared to community members. Could there be a separate facility for faculty and staff? The VHAC is too small for students as it is. We also receive a small reimbursement on gym membership from Blue Cross/Blue Shield of Texas. What about incentives? How many faculty and staff have memberships at the VHAC? Could we do a Qualtrics survey?
- f. **Brain Break**: Gingerbread House special edition on Wednesday, Nov. 18 from 3-4 p.m.

8. **Other Business**: None.

9. **Adjournment**: Betty adjourned the meeting at 3:06 p.m.

Next Staff Council meeting is Thursday, **December 10**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary