

Staff Council Meeting Minutes – February 11, 2016

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, Gilbert	2017	3	Y	9	8
Bedwell, Larry	2016	SSC	Y	9	8
*Bowen, Bill	2016	1	Y	9	4
^Edwards, Josh	2017	5	N	9	2
Elms, Johnna	2016	4	Y	9	5
Hampton, Jarvis	2017	1	Y	9	8
Hobbs, Misty	N/A	5	Y	9	7
Machado, Ricardo	2016	SSC	Y	9	7
McIlroy, Sherri	2017	4	Y	9	7
Rausch, Mary	2017	3	Y	9	9
Riggs, Cindy	2016	SSC	Y	9	6
Rosales, Gaby	2014	SSC	Y	9	9
Rueda, Misty	2016	3	N	9	3
Scantling, Mickie	2017	5	Y	9	8
Stocker, Betty	2016	4	Y	9	9
Sweetgall, Linda	2017	4	Y	9	6
Swindell, April	2016	3	N	9	5
Vacant seat	2017	1		9	
Vizzini, Beth	2017	5	Y	9	7
Warren, Becky	2016	3	Y	9	6
**Williams, Melissa	2017	3	N	9	2
Womble, Lynsee	2017	3	Y	9	5

3. **Review of Minutes from January 14, 2016 meeting:** Sherri moved to accept the minutes as emailed, and Becky seconded. All voted to accept the minutes as emailed.

4. **Treasurer’s Report:** April was unable to attend the meeting. The Treasurer’s report will be submitted next month.

5. **Committees:**

a. **Employee of the Month:** Reception for Amy Stephens, January’s Employee of the Month, will be on Monday, Feb. 15 at 1 p.m. in CC 113. February’s Employee of the Month is Barbara Ferrara, Police Criminal Investigations Sergeant with the University Police Department. Congratulations Barbara! (A reception for Barbara will be scheduled soon.)

i. **Alternatives for EoM receptions:** hard to schedule so that Dr. O’Brien can be present. Are there backups for the President when his schedule doesn’t allow him to be present? Perhaps have receptions quarterly? But, this takes away recognition of the individual. Perhaps each EoM be recognized by their area’s VP with a small reception, with a quarterly reception with Dr. O’Brien. Should the receptions be in a designated location? Board of Regents Room (OM 317), 2nd floor OM (foyer), Legends in the JBK, Hazel Kelly Wilson Room, Legacy Hall vestibule, library atrium were all listed as possibilities. But, don’t get to visit other areas/offices on campus. Betty will contact Dr. O’Brien about regarding options.

b. **Scholarship & Tuition Assistance:** Thank You letters from scholarship recipients were available for everyone to read. Dr. O’Brien has asked Randy Rikel (VP for Business and Finance) to look into a fee waiver for part-time staff.

- c. **Staff Appreciation:** Gaby reported that there were several entries for “I Caught You Caring” in February. Each nominee will receive \$3 on their Buff Gold card.
 - i. **Who funds “I Caught You Caring?”**—a question came up about who funds the \$3 on the Buff Gold card. It comes out of the Staff Council Operating Fund. Is there a minimum amount that needs to be on the Buff Gold card to buy snacks or drinks from vending machines? Maybe \$4.50?
 - 1. Bill checked with Patrick Bolwahn after the meeting—there is no minimum amount needed on a Buff Gold card to use the vending machines—just enough to buy what you want. The most expensive items are \$4.50.
 - d. **Staff Development:** Misty H. reported that more Surviving and Active Shooter Incident trainings have been scheduled. If you have a plan, that’s where your brain will go in an emergency situation. (If there is live/web streaming, this needs to be advertised in advance.)
 - i. What about Brain Breaks? These had been done in conjunction with Education on Demand.
 - ii. Wellness Council—Mickie and Jarvis have been attending meetings. There has been some discussion about free access to the VHAC for faculty and staff (for a short time—a month, day, ...). Also discussion of adding exercise rooms in various buildings. Adding a walking trail on campus, with mileposts, is still an option.
 - iii. The library has 4 FitDesks for testing (exercise bikes with a desktop). Two are on the first floor near Reference; 2 are upstairs--1 is near Government Documents, and 1 is near Periodicals.
 - e. **Election Committee:** Wendi Vanlandingham has stepped down from Staff Council.
 - f. **Homecoming Committee:** Homecoming will be on Saturday, October 8.
 - g. **Student Appreciation Luncheon:** the Student Employee Appreciation Luncheon is on Wednesday, April 6, from 11 a.m-1:30 p.m. This is the main fundraiser for this particular account. Staff Council volunteers are needed for set up and tear down, as well as check in for the luncheon. The tickets are \$7.50 per person. The meal will be a Trip to Italy buffet, same as last year. The location has not yet been finalized.
6. **Old Business:**
- a. **New Staff Orientation:** Spring semester New Staff Orientation sessions have been scheduled. All sessions will be held from 9-10:30 a.m. in Old Main 317 (Board of Regents Room):
 - i. February 17
 - ii. March 23
 - iii. April 20
 - b. **Fundraiser – Coasters:** Betty ordered 200 coasters from D & L. (They are approved vendors.)
 - c. **Parking at Physical Plant:** As of March 1, staff who work at the Physical Plant will not be permitted to park in the fenced area by the Physical Plant building. They will receive permits for the rest of the parking year (through August 2016), and will be able to park in the university lots. The only parking available by the Physical Plant will be for visitors to Purchasing, SSC, Central Supply, ... who have disabled permits or plates for their vehicles.
 - i. This will help with trucks loading/unloading at SSC or Central Supply, giving them more space to maneuver.
 - ii. There are some other safety issues as well.
 - iii. There are about 135 employees at the Physical Plant building, but only 65 spots.
7. **New Business:**
- a. **Holiday Schedule:** Randy Rikel plans to be at the March Staff Council meeting on March 10 to talk about how the university holiday schedule is determined. He will also talk about policies and procedures that staff need to know regarding holidays and holiday schedules.
8. **Other Business:** None.
9. **Adjournment:** Linda moved to adjourn the meeting, and Beth seconded. Betty adjourned the meeting at 2:51 p.m.

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

Respectfully submitted by Mary Rausch, Secretary