

## Staff Council Meeting Minutes – December 18, 2012

1. **Call to Order:** Mary called the meeting to order at 2:02 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	8	7
Black, Amber	2013	3	N	8	6
Bolwahn, Patrick	2013	1	Y	8	6
Brackett, Stephanie	2013	1	N	8	7
Dill, Cheryle	2013	4	N	8	5
Glenn, Bryan	2013	1	N	8	4
Harvell, Julie	2013	5	Y	8	7
*Hobbs, Misty	2013	5	N	8	3
Hoover, BethAnn	2014	3	Y	8	8
Hunter, Larry	2014	6	N	8	4
McNutt, Tracy	2014	4	Y	8	7
Rausch, Mary	2014	3	Y	8	8
Reed, Jamey	2014	7	N	8	6
Roach, Trey	2014	3	Y	8	5
Stevenson, Lana	2014	1	N	8	6
Thompson, Cynthia	2014	7	N	8	6
Washington, Linda	2014	4	Y	8	7
White, Andrew	2014	4	N	8	4
Workman, Zack	2014	1	Y	8	8
**Wright, James	2012	7	Y	8	4

\*Filling the remainder of Dwaina Six' term.

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

3. **Review of Minutes from November 20 meeting:** Patrick moved to accept the minutes as submitted, and Linda seconded. All present voted to approve the minutes as submitted

4. **Treasurer's Report:** Patrick reported that the two funds no longer administered by Staff Council (Service Awards and Staff Excellence Awards) were removed from the report. There are still some outstanding invoices from Aramark for previous Employee of the Month receptions. Patrick noted that the line item for D.K. Moore under Operating Fund should be moved to Tuition Assistance. Patrick asked about the differing amounts in the Tuition Assistance fund. BethAnn thought it was for a 1 hour class and that the cost of that class was awarded, rather than the full scholarship amount. The Operating Fund has a balance of \$4,422.06 as of December 16. Carla moved to accept the treasurer's report as corrected and Zack seconded. All present voted to approve the treasurer's report as corrected.

5. **Committees:** Mary passed around the committee list for updates to committee membership.

- a. **Scholarship:** Mary asked what the official name of the Staff Council leadership scholarship was, since the scholarship name on the Staff Council homepage does not match any scholarships on the Scholarship webpage. Carla will check on this—she

has a PDF copy of the scholarship instrument. There were 2 scholarships awarded recently.

- b. **Tuition Assistance:** Julie and BethAnn reported that we may not be able to award Tuition Assistance during Intersession due to the way the funds are doled out. Someone could be awarded 2 scholarships in the same semester (for example, Winter Intersession and Spring Semester). The committee is working with the Business Office to get clarification. Trey is working with Misty and Stephanie to get the details on both the Tuition Assistance scholarship and the WTAMU Staff Leadership Scholarship before moving forward with advertising and marketing. BethAnn reported on the Student Appreciation Luncheon planning. Student Employment Services could underwrite part of the cost of each ticket (\$2.50-\$2.75), which would net a small profit for the Tuition Assistance fund. Patrick will get the numbers from last year's event to help in planning. Our student employees do appreciate the recognition, so we do want to continue this. There was also some discussion about having the luncheon in Legacy Hall. Patrick made the motion that Staff Council continue the Student Employee Appreciation luncheon, with the assistance of Student Employment Services, and re-evaluate next year. Linda seconded the motion, and all present voted to approve the motion.
  - c. **Staff Development:** Zack asked for ideas for staff development during the Spring semester. Some of the ideas discussed include:
    - i. Severe Weather Spotter Training by the National Weather Service
    - ii. True Colors
    - iii. Cisco Phone training
    - iv. Active Shooter Presentation, similar to the one done by Shawn Burns and Dr. Harry Hueston after the Virginia Tech shootings
      1. Similar courses are available online through TrainTraq—*Shots Fired* (211114-active shooter in an office environment: <https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=211114> ) and *Shots Fired on Campus* (211160 <https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=211160> ). Related courses are *Behavior Intervention Training* (41105 <https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=411015> ) and *Behavioral Intervention Team (BITeam) - WTAMU* (2111655 <https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2111655> )
  - d. **Homecoming Committee:** Trey reported that the webpages for next year's Homecoming are set as soon as a date is announced.
  - e. **Employee of the Month:** November's Employee of the Month is Josh Edwards at the Cornette Library. There will be a reception at 11 a.m. on Wednesday, Dec. 19 in the Blackburn Room of the library. More nominees are needed, and nominations can be short and sweet.
6. **Old Business:** None.
  7. **New Business:** Cheryle Dill submitted a letter of resignation from Staff Council due to her leaving employment at WT in January. We wish her all the best in her future endeavors. The Election Committee may need to appoint someone to fill her seat on Staff Council.
  8. **Other Business:** None.
  9. **Adjournment:** Linda moved to adjourn the meeting, and Tracy seconded. The meeting was adjourned at 2:51 p.m.

Next Staff Council meeting is **Tuesday, January 15, 2013 at 2 p.m.**

Respectfully subjected by Mary Rausch, Secretary.