

## Staff Council Meeting Minutes – May 21, 2013

1. **Call to Order:** Stephanie called the meeting to order at 2:03 p.m. and welcomed the new members to Staff Council.

2. **Attendance:**

Outgoing Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2012	Meetings Attended Since May 2012
Black, Amber	2013	3	Y	12	11
Bolwahn, Patrick	2013	1	Y	12	11
Brackett, Stephanie	2013	1	Y	12	11
Glenn, Bryan	2013	1	Y	12	8
Harvell, Julie	2013	5	Y	12	12
Hoover, BethAnn	2014	3	N	12	8
Wright, James	2013	7	N	12	6
2013-2014 Staff Council Member	Term	EEO Category		Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	1	1
Brackett, Stephanie	2013	1	Y	1	1
Hobbs, Misty	2015	5	Y	1	1
Hunter, Larry	2014	6	N	1	0
Imke, Julie	2015	1	Y	1	1
McDonald, Rana	2015	3	Y	1	1
McFadden, Michelle	2015	1	Y	1	1
McNutt, Tracy	2014	4	Y	1	1
Parker, Aaron	2015	7	Y	1	1
Rausch, Mary	2014	3	Y	1	1
Reed, Jamey	2014	7	N	1	0
Roach, Trey	2014	3	Y	1	1
Stevenson, Lana	2014	1	N	1	0
Thompson, Cynthia	2014	7	N	1	0
Tonne, Betsey	2015	4	Y	1	1
Washington, Linda	2014	4	Y	1	1
White, Andrew	2014	4	N	1	0
Workman, Zack	2014	1	Y	1	1
*Wyckoff, Eppie	2014	3	Y	1	1
Zellers, Barb	2015	5	Y	1	1

\*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from April 16, 2013 meeting:** One correction was made to the minutes—Betsey Tonne was in attendance at the April meeting. Linda moved to approve the minutes as corrected and Tracy seconded. All voted to approve the minutes as corrected.

4. **Treasurer's Report:** Patrick reported that the Operating Fund has an ending balance of \$4,629.68. There are 2 Employee of the Month reception invoices (\$41.66 each) still outstanding, bringing the Operating Fund adjusted balance to \$4,546.36. Betsey moved to

approve the treasurer's report as submitted and Amber seconded. All vote to approve the treasurer's report as submitted.

5. **Committees:** Stephanie explained what the Staff Council committees are and what they do for the new members.
- A. The Scholarship Committee evaluates applicants and chooses recipients for the Staff Council dependent scholarships
  - B. The Election Committee conducts the yearly elections for Staff Council.
  - C. The Staff Appreciation Committee organizes the Summer Chillin', I Caught You Caring, and You Make a Difference.
  - D. The Staff Development Committee organizes development programs for staff.
  - E. The Homecoming Committee organizes the Door Decoration Contest and the Search for the Golden Buffalo Chip contest.
  - F. The Employee of the Month Committee collects nominations and votes for the Employee of the Month, and organizes the receptions.
  - G. The Tuition Assistance Committee decides how money is awarded for the employee tuition assistance program. It organizes the pancake breakfast during Homecoming Week and the student employee appreciation luncheon, both of which have been fundraisers for Staff Council.

Staff Council as a whole deals with issues that affect staff, usually acting as a conduit to the appropriate person or office on campus.

6. **Election of Staff Council Officers:**

- A. The current officers discussed the main duties of their positions and about how much time per month duties took. Anyone may serve as Secretary, Treasurer, and Vice President. The President must have served on Staff Council for at least 1 year (previous terms do count).
- 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. Election of officers for 2013-2014:
- a. **Secretary:** Mary volunteered to continue as Secretary. No other nominations were made, and all voted to have Mary continue as Staff Council Secretary for 2013/2014.
  - b. **Treasurer:** Zack volunteered to serve as Treasurer. No other nominations were made, and all voted to for Zack as Treasurer for 2013/2014.
  - c. **Vice President:** Betsey is willing to serve as Vice President. No other nominations were made, and all voted for Betsey as Vice President for 2013/2014.
  - d. **President:** Linda is willing to serve as President. Misty is also willing to serve. (Were there nominations?) Both candidates left the room for voting. Linda was elected President for 2013/2014. Thanks to Misty for being willing to serve.

**7. Old Business:**

- a. **All-Staff meeting:** Amber thanked Stephanie for the great job she did running the All-Staff spring meeting. Several staff members mentioned that the number of door prizes was “right on”—enough without being overwhelming and dragging out the meeting.

**8. New Business:**

- a. **Outsourcing of Physical Plant operations as of June 1:** This affects Grounds, Custodial Services, and Building Maintenance. Do we continue Staff Council benefits to current staff members who will be affected by the move, such as tuition assistance and representation on Staff Council? SSC Service Solutions, the company taking over these operations, has been contacted and asked if they will provide these or similar benefits, but they have not replied as of May 21. These employees won't have some of the benefits of university employees, such as the birthday day off. Transitioning employees will receive free admission to athletic events, theatre productions, and reduced VHAC fees, etc. (SSC employees who were not previously WT employees will not receive these benefits.)
  - A. **Staff Council By-laws Article IV: Membership:** The bylaws as they currently stand specifically state only full benefits-eligible, non-faculty University employees (with some exceptions) shall be eligible for membership and/or representation on Staff Council. (See <http://www.wtamu.edu/about/staff-council-by-laws.aspx> for complete by-laws). Any changes or amendments to the by-laws would require an all-staff vote.
  - B. There are about 127 people who will be affected by the current transition, but more outsourcing may be expected in the future. Whatever is done now will set a precedence.
  - C. Tuition Assistance: This scholarship also provides scholarships to spouses and dependents. Development currently provides some funding for these scholarships, but could reduce the amount given to Staff Council in order to fund tuition assistance scholarships for transitioned employees, spouses and dependents.
  - D. Perhaps grandfather in transitioning employees, especially for tuition assistance? Permanently, or for a certain amount of time?

**9. Other Business: Next Meeting**

- a. Sign up for committees. There are binders for each committee, with timetables, guidelines, instructions, etc., relevant for that committee.
- b. If you don't have an official university photo taken by Rik Andersen, please make arrangements with him for one.
- c. Amber reminded everyone to vote for the Employee of the Year. The reception for the Employee of the Year will be in July or August. The recipient is also honored at the annual Texans Caring for Texans reception.
- d. Stephanie will ask Lana for lists of EEO categories, so we will know who we represent.
- e. Linda asked if there was a need to change the day or the time of the staff council meeting. Betsey suggested meeting on the third Thursday at 2 p.m., rather than on the third Tuesday. Please let Linda know what day and time works best for you.
- f. Stephanie reminded everyone that staff council members are supposed to attend as close to 75% of the scheduled meetings as possible.

**10. Adjournment:** Linda adjourned the meeting at 2:47 p.m.