

## Staff Council Meeting Minutes – June 12, 2014

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

2. **Attendance:**

2014-2015 Staff Council Member	Term	EEO Category	Present	Meetings Held Since June 2014	Meetings Attended Since June 2014
Bedwell, Larry	2016	SSC	Y	1	1
Cornelsen, Kimberly	2016	1	Y	1	1
DuMenil, Carley	2016	3	Y	1	1
Elms, Johnna	2016	4	Y	1	1
Imke, Julie	2015	1	Y	1	1
Johnson, Alicia	2016	1	Y	1	1
Machado, Ricardo	2016	SSC	Y	1	1
McDonald, Rana	2015	3	Y	1	1
McFadden, Michelle	2015	1	N	1	0
Parker, Aaron	2015	7	Y	1	1
Riggs, Cindy	2016	SSC	N	1	0
Rueda, Misty	2016	3	Y	1	1
Stocker, Betty	2016	4	Y	1	1
Story, Johnny	2016	3	Y	1	1
Swindell, April	2016	3	Y	1	1
Thompson, Cindy	2016	SSC	N	1	0
Tonne, Betsey	2015	4	N	1	0
Warren, Becky	2016	3	Y	1	1
Zellers, Barb	2015	5	N	1	0

3. **Introduction of new members.**

4. **Review of Minutes from the April 10 and May 1 meetings:**

- a. **April 10 minutes:** Aaron moved to accept the minutes as written/emailed, and April and Rana seconded. All voted to approve the minutes as distributed.
- b. **May 1 minutes:** Aaron moved to accept the minutes as written/emailed, and Becky seconded. All voted to approve the minutes as distributed.

5. **Official photographs and website traffic:** Misty H. reminded everyone to get their official photograph taken. The Staff Council webpages are getting some traffic. Some of the other Texas A&M System schools are starting their own Staff Councils.

6. **Treasurer's Report:** Zack reported on the various accounts for May, with a short explanation of what a particular account is used for:

- a. **Operating Fund:** most things are paid in/out of this account. The beginning balance was \$4,819.93. Invoices for the March, April, and May Employee of the Month receptions (\$124.98); Employee of the Month photos for Carl Welch and Kim Kopke (\$12); Print Shop paper for Student Employment Services Student Employee Appreciation luncheon (\$11.51); and the All-Staff annual reception after the Spring Staff meeting (399.12) were all paid (\$547.61 total). Additions to the Operating Fund: SES annual lunch reimbursement (\$875); and Student Employee Appreciation luncheon tickets sold (\$140), for a total income of

\$1,015. This leaves an ending balance of \$5,287.32. One invoice is outstanding, \$50 for flowers for an ill Staff Council member. The adjusted ending balance is \$5,237.32.

- b. **Tuition Assistance Fund:** This is a scholarship for university staff. The beginning balance was \$135,002.40. A number of allocations were made, for a total of \$24,500 allocated to staff for tuition assistance in 4250, \$500, or \$1,000 awards. There was a \$20 contribution from Deanna Moore (thank you Deanna!), which leaves an ending balance of \$110,522.40.
- c. **Other accounts:** There was no change in most of the rest of the accounts—Foundation Fund (Interest), Foundation Fund (Principle), Dependent Scholarship (Interest), and University Endowment (Interest). The University Endowment Principle account had a \$5 donation from Johnna Elms (thank you Johnna!).
  - i. **Principle accounts:** Remain untouched—can't charge anything to them, but they can be added to.
  - ii. **Interest accounts:** Can charge to these accounts.
- d. **Discussion:** There was a question from the floor about perhaps rolling extra money back in to the principle. The Scholarship Subcommittee might take a look at this.

Rana moved to accept the Treasurer's report as submitted, and Aaron seconded. All vote to approve the Treasurer's report as submitted.

## 7. Old Business:

- a. **Employee of the Month:** Twelve people were nominated for this month. Lynette Lough, Student Billing Coordinator, is the June Employee winner. Congratulations to Lynette! A reception will be held in Lynette's honor on Friday, June 20 at 2 p.m., in the foyer on the ground floor of Old Main.
- b. **Employee of the Year:** The Employee of the Year will be announced on Monday, July 28 at 3 p.m., in Legacy Hall. Eleven of the previous twelve award winners are eligible. This year's Employee of the Year will also be the West Texas A&M University honoree at Texans Caring for Texans, held on Tuesday, August 12 in the Fine Arts Center foyer.
- c. **Election Update:** Misty H. reported that the EEO 6 & EEO 7 categories essentially fell off. There are fewer than 30 people total when the two categories are combined. No one in the EEO 6 category was willing to serve. The categories may need to be combined so the same few people aren't serving over and over. This would require a change to the bylaws.
- d. **All Staff Meeting wrap up:**
  - i. The SSC employees who had served 5, 10, 15, ... years with WT were NOT recognized at all, much less with pins for their service to the university as WT employees before the transition. They were upset (rightly so, in the opinion of many). What can we do? A certificate of appreciation from Staff Council? A small thing, but we DO appreciate our colleagues at SSC. Get SSC leadership/supervisors involved? How?
- e. **Other old business:** Full-time staff are the only ones eligible to receive fee waivers and scholarships at this time. Part-time employees receive nothing in the way of waivers. Misty H. has submitted a request to Dr. O'Brien that several fees be waived for part-time employees, to help them in their education.

## 8. New Business:

- a. **Duties of Staff Council:**
  - i. Bring staff concerns to Staff Council;
  - ii. Service, including employee appreciation;
  - iii. Required attendance is 75%. If you fall below that, you will be replaced by the runner-up in your EEO category. (A vacant seat might not be filled if it's close to election time.) There are good reasons that someone might have to resign, too.
  - iv. Serve on Staff Council subcommittees. Please sign up for one or two as the sheet goes around the table. It will also be at the next meeting.
  - v. Vote on Tuition Assistance appeals. Misty H. pointed out the change to the award instrument that allows SSC employees with an original hire date with WT to be eligible for Tuition Assistance. The most common appeals have to do with GPA being too low, or not being in a degree-seeking program.
    - 1. There was a question about faculty receiving Tuition Assistance. What is the definition of staff? Your EEO category. Faculty are EEO category 2. What has been done in the past? There are professional development grants, and

opportunities from the various departments and colleges on campus available for faculty.

- vi. Staff Council sponsors two blood drives in the summer. The first is scheduled for June 24-25. The bloodmobile will be parked outside of the Cornette Library. Staff members who donate successfully will receive \$7 on their Buff Gold card as a thank you for giving back to the community. Various campus organizations each provide \$1 for each successful donation. The July blood drive is scheduled for July 22-23, with the bloodmobile parked outside of the Cornette Library. There is a sign-in sheet just for staff. Coffee Memorial Blood Center lets Staff Council know how many successful donations there were. Staff Council passes this number on to the departments donating money. SSC employees are eligible for the \$7 on their Buff Gold card.
- vii. Be sure to read over the Staff Council bylaws. They are available on the Staff Council website at: <http://www.wtamu.edu/about/staff-council-by-laws.aspx>
- b. **Election of Officers for 2014/2015:** The only restriction on for officers is that the Staff Council President must have served on Staff Council for at least one year at some point. Each of the outgoing officers present explained the duties of their office. For more information, please see the minutes of May 21, 2013:  
[http://www.wtamu.edu/webres/File/About/Staff%20Council/2013\\_Minutes/Staff\\_Council\\_minutes\\_05\\_21\\_2013.pdf](http://www.wtamu.edu/webres/File/About/Staff%20Council/2013_Minutes/Staff_Council_minutes_05_21_2013.pdf)
  - i. **Secretary:** Betty volunteered to serve as Secretary. No other nominations were made. All voted by acclamation to elect Betty as Staff Council Secretary for 2014/2015.
  - ii. **Treasurer:** April volunteered to serve as Treasurer. No other nominations were made. All voted by acclamation to elect April as Staff Council Treasurer for 2014/2015.
  - iii. **Vice President:** Betty nominated Carley for Vice President, and she accepted the nomination. No other nominations were received. All voted by acclamation to elect Carley as Staff Council Vice President for 2014/2015.
  - iv. **President:** There were multiple nominations of Misty H. for Staff Council President. All voted by acclamation to elect Misty H. as Staff Council President for 2014/2015.

9. **Other Business:** None.

10. **Adjournment:** Aaron moved to adjourn the meeting, and April seconded. Misty adjourned the meeting at 3:14 p.m.

Next Staff Council meeting is **Thursday, July 10, at 2 p.m.** in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary