

## Staff Council Meeting Minutes – May 12, 2016

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

2. **Attendance:**

\*Filling Alicia Johnson’s term. \*\*Filling Kasey Long’s term. ^Filling Stephen Cross’ term. ^^Filling Wendi Vanlandingham’s 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	12	11
Bedwell, Larry	2016	SSC	Y	12	10
*Bowen, Bill	2016	1	Y	12	7
^Edwards, Josh	2017	5	N	12	3
Elms, Johnna	2016	4	N	12	6
Hampton, Jarvis	2017	1	Y	12	11
Hobbs, Misty	N/A	5	Y	12	9
Machado, Ricardo	2016	SSC	Y	12	9
Mcllroy, Sherri	2017	4	N	12	9
Rausch, Mary	2017	3	Y	12	12
Riggs, Cindy	2016	SSC	Y	12	9
Rosales, Gaby	2014	SSC	Y	12	12
Rueda, Misty	2016	3	Y	12	5
Scantling, Mickie	2017	5	N	12	8
^^Sparks, J. Rich	2017	1	N	12	2
Stocker, Betty	2016	4	Y	12	12
Sweetgall, Linda	2017	4	N	12	9
Vizzini, Beth	2017	5	N	12	10
Warren, Becky	2016	3	N	12	7
**Williams, Melissa	2017	3	Y	12	4
Womble, Lynsee	2017	3	Y	12	7

Also, welcome to the newly elected Staff Council members who attended the meeting: Amie Adams, Thomas Allen, Karen Fox, Lora, Haasl, Nancy Giles Hampton, Kim Kopke, Jana Nixon, Leo Reid, Nikky Sanders, and Michelle Vinyard. Mary Freas was also in attendance.

3. **Guest Speaker:** Tammy Stamps on Lean Six Sigma 5S: sort, straighten, sweep, standardize, sustain. Call Tammy at 2107 or check out the university’s Lean Six Sigma webpage: <http://www.wtamu.edu/administration/lean-six-sigma-at-wtamu.aspx>

4. **Review of Minutes from April 14 meeting:** Gilbert moved to approve the minutes as emailed, and Larry seconded. All voted to approve the minutes as emailed.

5. **Treasurer’s Report:** Misty H. gave the Treasurer’s report, noting changes for March 10-April 8, and also for April 9-May 11. Many of the changes were in conjunction with the Student Employee Appreciation Luncheon and Endowment earnings to interest accounts. Thank you to April Swindell, Deanna Moore, and Misty Hobbs for your donations! Misty R. moved to accept the Treasurer’s Report for March 10-April 8 as submitted and Bill seconded. All voted to approve that Treasurer’s Report as submitted. The vote on approving the report for April 9-May 11 was tabled due to a question about the Foundation Fund Interest account showing differing beginning (\$7,128.61) and ending (\$8,491.70) balances, but showing no change to the account during those dates.

6. **Committees:**

a. **Employee of the Month:** Nina Dixon is the May Employee of the Month. Congratulations Nina! A reception to honor Nina will be held on Wednesday, May 25 at 3 p.m. in OM 317.

- b. **Scholarship and Tuition Assistance:** Money from the Student Employee Appreciation Luncheon—Staff Council as a body can't do requisitions. Someone has to have access to Business & Finance.
  - c. **Staff Appreciation:** gave out 192 tickets for snow cones. Faculty and students also bought snow cones for \$1 each. The location was great—perhaps add a few tables and some chairs for visiting?
  - d. **Election:** Filling Melissa's position soon. The Election Committee also fills the staff seats on University committees. There is a seat open on the Student Fee Advisory Committee. The Committees page on WTAccess has a listing of all University committees, and links to committee pages (<https://wtaccess.wtamu.edu/committees/>)
  - e. **Homecoming:** October 8, 2016. Keep an eye on the Homecoming page (<http://www.wtamu.edu/home/homecoming.aspx>) for information and details.
  - f. **New Staff Orientation:** The next New Staff Orientation will be in September.
7. **Old Business:**
- a. **All Staff Meeting:**
    - i. **Prizes:** about 49 prizes will be given out either during or after the meeting. Thank you notes were sent to all prize donors. Also, the Wash House concluded its business with WT, and would be willing to donate in the future. Only one negative comment--the bigger door prizes did not seem to be chosen quite as randomly as the others.
    - ii. **Organization:** Good feedback on the organization of the meeting—everyone liked finishing before 5 p.m. and having a chance to visit with colleagues.
8. **New Business:**
- a. **Aramark on Staff Council:** A discussion of the history of this question—Aramark employees have never been employed by the University. Dining services had been outsourced before Staff Council was formed. They are a very important part of WT.
    - i. **By-laws:** The Staff Council By-laws would need to be amended to include permanent contract employees. (This would anticipate no more transitioned SSC employees, too.)
    - ii. **Amending the By-laws:** Amendments to the By-laws are covered in Article X of the [Staff Council By-Laws, Amendments to the By-Laws](#):
      - 1. Amendments to the By-Laws may be initiated in two ways:
        - a. through petition signed by 35 members of the University staff
        - b. or through action originated by the Staff Council and approved by a majority of council.
      - 2. The Staff Council shall present amendments to the general staff for action. A two-thirds affirmative vote of general staff present and voting shall be required for action.
  - b. **Clarence E. Thomas Staff Excellence Award:** two WT staff members (non-faculty) to serve on this committee.
  - c. **Elections and Committee Sign-up:** Elections will be held at the June 9 meeting to elect Staff Council officers. See page 2 of the May 21, 2013 Staff Council meeting minutes for a discussion of officer eligibility and duties. ([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)). We will also sign up for Staff Council committees
  - d. **Coasters:** Gilbert has come up with a flyer for the coasters. He would like some feedback on it. Some questions--How much for customization of coasters? Are there limits to the number of characters allowed for customization? Where should checks be sent to? Does Staff Council have a box?
  - e. **Evaluation of Supervisors:** Is there a system to evaluate supervisors? There is nothing in place across the university. Is this something that could be done? Confidentiality and anonymity are concerns, especially for small departments. There was much discussion.
9. **Other Business:**
- a. **Thank YOU!** Bill thanked everyone who helped with the card swiping at the Staff meeting.
10. **Adjournment:** Misty R. moved to adjourn the meeting, and Larry seconded. Betty adjourned the meeting at 3:04 p.m.

Next Staff Council meeting is Thursday, **June 9**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary