

Staff Council Meeting Minutes – January 9, 2020

Attendance – 8 meeting since June 2019

| 2019-2020 Staff Council Member | Term | EEO Category | Present | Meetings Attended Since June 2019 |
|--------------------------------|------|--------------|---------|-----------------------------------|
| Broughton Kendra | 2020 | EEO 5-7 | Y | 5 |
| Castagnetta, Tamara | 2021 | EEO 3 | N | 7 |
| DePue, Brooke | 2020 | EEO 3 | Y | 7 |
| Eller, Ashley | 2020 | EEO 4 | Y | 7 |
| Fisher, Nanna | 2020 | EEO 3 | Y | 7 |
| Galloway, Carolina | 2021 | EEO 1 | Y | 3 |
| Hall, Ronnie | 2021 | EEO 3 | Y | 4 |
| Johnson, Brandon | 2020 | EEO 5-7 | N | 1 |
| Kotara, Rick | 2020 | SSC | N | 0 |
| Mayo, Jeff | 2020 | EEO 4 | Y | 7 |
| McKinley, Steven | 2020 | SSC | N | 6 |
| Melcher, Dana | 2021 | EEO 1 | Y | 7 |
| Pacheco, Brandy | 2020 | EEO 4 | Y | 5 |
| Palmer, Barbara | 2020 | EEO1 | Y | 5 |
| Paschel, Alyssa | 2021 | EEO 3 | Y | 7 |
| Reagan, Michael | 2020 | EEO 3 | N | 5 |
| Riggs, Cindy | 2020 | SSC | N | 5 |
| Rosales, Misael | 2020 | SSC | N | 7 |
| Seymour, Max | 2019 | Ex Officio | Y | 6 |
| Stocker, Betty | 2021 | EEO 4 | Y | 5 |
| Sulik, Jeff | 2021 | EEO 1 | Y | 7 |
| Wilson, David | 2020 | EEO 3 | Y | 7 |

1. A new **Staff Council Group photo** was taken by Rik Andersen before the meeting was called to order
2. **Call to Order** – David called the meeting to order at 2:07 p.m.
3. **Special Guest**
 - a. Dr. Walter V. Wendler
 - i. Announced the new Executive Vice President and Provost, Dr. Neil Terry
 - ii. Congratulated Ronnie Hall for new position of Director of Alumni Relations
 - iii. Voiced support for staff scholarships and will meet with Dr. Rasberry to possibly increase; Ashley Eller spoke of an employee that thanked her and the Staff Council for their scholarship
 - iv. Spoke of the recent Region 17 South Plains Community Tour, along with the Region 16 Texas Panhandle Tour and the impact it has made on WTAMU enrollment numbers, which are stronger for Spring 2020 than Fall 2019
 - v. Announced the construction starting on the Old Main second floor lobby; and mentioned the Stafford Hall demolition clean-up for a future parking lot

- vi. Suggested that someone who works at Harrington Academic Hall-Amarillo Center join Staff Council so as to include them
- vii. Questions and Comments from Staff Council for Dr. Wendler
 - 1. Betty Stocker commented that staff should be encouraged to take classes, even if it is during work hours; Dr. Wendler said he would speak to department heads about accommodating
 - 2. David commented that it was a struggle for departments to go to All-University events as a group, regarding coverage of the office; Dr. Wendler suggested student staff be utilized for phone coverage, if possible and that he and David would speak more during their next monthly meeting
 - 3. Jeff S. asked how the Executive Vice President and Provost position had changed; Dr. Wendler said that the position would still report to the President but that it raised the position since in the President's absence the Executive Vice President and Provost would be the person in charge; Dr. Wendler said that the position would communicate to other areas but there was no change in structure
 - 4. Extended an invitation to the Come-and-Go Reception for Dr. Wade Shaffer on Wednesday, January 29, 2020 at 4:00 p.m.

4. Review/Approval of Minutes from previous meeting, December 12, 2019

- a. Brooke motioned for approval with amendments, and motion seconded by Nanna - Minutes approved with amendments

5. Treasurer's Report

- a. Review of report from December 12, 2019 to January 9, 2020
- b. Dana motioned for approval and motion seconded by Betty – Treasurers report approved

6. Old Business

- a. Final drafts of Committee Mission Statements due today, email them to David if you haven't already
- b. Please upload "HOW TO Binders" for your committees on the Staff Council g-drive
- c. Approval of November 14, 2019 Treasurer's Report; outstanding \$9.45 charge that was found to be coffee for committee members; Ashley reminded Staff Council to please send any receipts to her

7. Staff Council Subcommittees

- a. Treasurer & Scholarship
 - i. Committee has not had a chance to meet since December 2019
 - ii. Suggests advertising scholarships on social media more; advertising in advance of any deadlines and making a video that highlights testimony from scholarship recipients
- b. Employee of the Month
 - i. Mission statement for Employee of the Month Committee is completed
 - ii. Steve Sellars Employee of the Month Reception went well and was held on January 8, 2020

- iii. The Committee was still waiting on one vote to choose January 2020 Employee of the Month; Update: Ronnie Hall was chosen January 2020 Employee of the Month, his Reception date and time are still to be determined
- c. Staff Appreciation and Events
 - i. Committee is working on “HOW TO Binder”
 - ii. Committee is coordinating I Caught You Caring
 - iii. Upcoming events:
 - 1. I Caught You Caring: February 10-14, 2020
- d. Spirit Committee
 - i. Michael had idea of a “Why I Love WT” photo contest for the week of February 10-14, 2020, with photos to be emailed to a newly created Staff Council email address that he will monitor
 - 1. The Committee liked the idea
 - 2. David suggested using a special hashtag for photo sharing and to send an all informational email to the University, along with “I Caught You Caring” in one email, using staff-only wording
 - 3. If faculty participates, find another way to reward them
- e. Staff Development
 - i. Brooke and David met with Human Resources to discuss Staff Council online forum, where staff can send comments, questions and concerns
 - 1. Civil rights and legal questions cannot be addressed
 - 2. David asked the Staff Development Committee to be in charge of the online forum
 - ii. Committee will meet on January 22, 2020
- f. Communications and Outreach
 - i. Committee is working on “HOW TO Binder”
 - ii. Reminder: Please email any pictures regarding Staff Council to them
- g. Election
 - i. David and Max met to discuss ideas for upcoming elections
 - 1. Allow self-nominations
 - 2. Optional: allow a picture and statement on ballot, currently only names are listed on ballot
 - a. Pro: helps voters to recognize candidate
 - b. Cons: Someone not including picture and/or statement might not garner comparable votes compared to those who do
 - ii. David asked committee to think of other pros and cons regarding the above changes to discuss in February’s Committee meeting
- h. Policy Subcommittees
 - i. Dress Code
 - 1. Dana read subcommittee’s Relaxed Dress Code proposal
 - a. Staff Council discussed new proposal
 - b. Policy Subcommittee will meet to discuss Staff Council recommendations and draft a final report to submit to David

8. New Business

- a. David will let the President's Office know that the Staff Council agrees on Wednesday, June 3, 2020, for the 2020 All-Staff Service Awards Luncheon
- b. Please send David feedback regarding the New Staff Orientation Postcard from Staff Council; Betty Suggested listing discounts for Staff; Carolina suggested adding in the Employee of the year and an invitation to open meetings

9. Final Comments from the President

- a. Continue being a VOICE for fellow staff

10. Announcements

- a. Staff Council congratulated Ronnie Hall on his new position
- b. Brandy asked that the Staff Council send any thoughts or ideas her way via email regarding Diversity and Inclusion

11. Adjournment

- a. David adjourned the meeting at 3:30 p.m.

Next meeting is scheduled for February 13, 2020 at 2pm in *Buff Branding Room 12*

Respectfully submitted by Secretary, Jeff Mayo