

Staff Council General Meeting Minutes
Sam Houston State University
May 13, 2020

I. Call To Order

Natalie Payne called the meeting to order at 1:35pm.

II. Reading/Approval of Minutes – Natalie Payne

The April meeting minutes were emailed to members on May 1st. No corrections to the minutes were received. A motion to approve the minutes was made by Joe Agins and seconded by Jarrell Sherman. All members were in favor and none opposed. Minutes were approved.

III. Treasurers Report – Rachel Bubela

Rachel Bubela submitted the following balances:

- PDC: \$174.35
- Friends of Staff Council: \$4,429.23
- E-board: \$830.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$2,057.70
- News and Networking: \$150.00
- Staff Affairs: \$0.00

A motion to approve the Treasurer's Report was made by Natali Maness and seconded by Jerrell Sherman. All members were in favor and none opposed. Treasurer's Report was approved.

IV. Chairs Report – Natalie Payne

Natalie noted that there has not been a lot to report about given the impact of the coronavirus on the university. She received no questions, comments or concerns from members of Staff Council regarding the meeting to discuss the Presidential Search so we will not move forward at this point.

V. Committee Reports

News and Networking: Joseph Agins

Joe echoed Natalie's report. Due to the coronavirus, not a lot has transpired. Joe did report that Justin was able to update our website with information about our upcoming elections. In addition, although Spotlight on Staff Awards have been suspended, his committee is still accepting and encouraging nominations.

Nominations and Elections: Megan Hobbs-Barrett

Megan reported that the survey with the Call for Nominations was distributed. Unfortunately the link was not functioning properly, so we put it on the website. She encouraged nominations for general membership as well as officers.

Special Events: Benjamin Cantu & Candace Prater

Candace reminded everyone to be on the lookout for information about our Back to School/We Beat COVID Bash in August. A suggestion was made to possibly increase the budget for this event by utilizing funds set aside for the retreat if that is cancelled. Candi is looking for theme and other ideas for the event and asked members to email her. Her committee also plans to move forward with another trivia night once things settle down a bit.

Staff Development: Haley Rothrock

Haley reported that her committee plans to meet in August to discuss the next Hot Topics which will likely be scheduled for September/October. She confirmed that reservations for next year's PDC have already been made.

Staff Affairs: Dana Van De Walker

Dana provided information regarding leave policies and childcare options. She directed everyone to the website for updates. She contacted HR but was not given a lot of detail. She recommended everyone review the information on the website and then reach out to her in case we need to go back to HR for additional explanation or options. Dana encouraged members to share with her any concerns/incidents about return to work, especially when it comes to childcare.

VI. Old Business: Updates, Discussion, or Action

Natalie announced that we will continue to meet on Zoom for the next meeting.

VII. New Business: Updates, Discussion, or Action

Natalie noted that for many, the return to work process will begin on May 26th. We will continue to monitor the COVID-19 situation and seek clarification from HR to see if our nomination process will be delayed or otherwise impacted. Natalie encouraged members to nominate staff members within their divisions and consider taking leadership roles in the committees whose chairs will be rolling off.

Natalie announced that Skype for Business is being retired in favor of Zoom.

Divisional Reports:

Rachel noted that she and many other staff members have been making masks. However, she will be returning to the office shortly. If anyone is interested in making masks, please contact her for more information.

Justin invited members to consider alternatives to the retreat, especially ways in which to orient our new members.

Kimberly Johnson announced the next Common Reader book will be *America Like Me* by America Ferrera. If anyone is interested in a copy, please contact Kimberly.

VIII. Upcoming Events

None.

IX. Adjournment

Meeting was adjourned.

Minutes submitted by: Kristin Ware on 06/1/2020