

Staff Council General Meeting Minutes
Sam Houston State University
July 15, 2020

I. Call To Order

Natalie Payne called the meeting to order at 1:34pm.

II. Reading/Approval of Minutes – Natalie Payne

The June meeting minutes were emailed to members on July 6. Jerrell Sherman requested the spelling of his name be corrected. Kristin made the necessary corrections. No other corrections to the minutes were received. A motion to approve the minutes was made by Benjamin Cantu 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: \$4,529.23
- 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 Candace Prater and seconded by Haley Rothrock. All members were in favor and none opposed. Treasurer's Report was approved.

Rachel reported that we were able to submit some final orders for awards, lanyards, etc. She will update the report to reflect the final tally upon receipt of those items. Unfortunately, our remaining monies, with the exception of those in the Friends of Staff Council account, will not rollover into the next year's budget. We do however expect to receive the same budget this year as last year. Natalie explained how the Staff Council budget operates to our new members.

IV. Chairs Report – Natalie Payne

Natalie noted that there has not been a lot to report given the impact of the coronavirus on the university. As this was her last meeting as Chair of Staff Council, Natalie thanked everyone for their service and wished good luck to our new members and new E-board. Justin took over the meeting and thanked the old members and welcomed the new members. He gave each new member the opportunity to introduce themselves.

V. Committee Reports

News and Networking: Joseph Agins

Natalie reported that there was currently nothing of note.

Nominations and Elections: Megan Hobbs-Barrett

Megan noted that the election ballot has been sent out electronically. Also, several printed, bilingual ballots were delivered to F&O. Megan asked for nominations for officers: Benji Cantu was nominated for Chair-Elect, Kristin Ware was nominated for Secretary and Rachel Bubela was nominated for Treasurer. She encouraged members to submit officer nominations through Tuesday, June 16th.

Special Events: Benjamin Cantu & Candace Prater

Candace reported that there was currently nothing of note.

Staff Development: Haley Rothrock

Haley reported that there was currently nothing of note.

Staff Affairs: Dana Van De Walker

Dana reported that there was currently nothing of note.

VI. Old Business: Updates, Discussion, or Action

Natalie reported that the annual Staff Council Retreat will not take place at this time. Instead, we will send a Zoom invitation for a meeting of all current and new members for the 3rd Wednesday of the month. We will also have an additional E-board meeting the week before. Because July 1st is the official return to work date for many, we did not want everyone to feel rushed into making a meeting so we extended the schedule.

VII. New Business: Updates, Discussion, or Action

Kristin noted that the descriptions for officer duties in the ByLaws were not up to date. Natalie requested each current officer review their duties. We will review updates over the summer.

Divisional Reports:

None.

VIII. Upcoming Events

None.

IX. Adjournment

Meeting was adjourned.

Minutes submitted by: Kristin Ware on 08/4/2020