

Staff Council General Meeting Minutes
Sam Houston State University
August 14, 2019

I. Call To Order

Natalie Payne called the meeting to order at 1:33pm.

II. Reading/Approval of Minutes – Kristin Ware

The June 12th meeting minutes were emailed to members on June 20th and again on August 13th. No corrections to the minutes were received. A motion to approve the minutes was made by Benjamin Cantu and seconded by Rebecca Lewis. All members were in favor and none opposed. Minutes were approved.

Natalie requested that members forward the minutes and/or important highlights from our meeting to their respective colleagues to keep them informed. The minutes will also be available online on the Staff Council website.

III. Treasurers Report – Rachel Bubela

Rachel Bubela submitted the following balances:

- O&M: \$101.49 remaining of original \$6,750
- PDC: \$0.72 remaining of original \$6,000
- Friends of Staff Council: \$3,869.23
- E-board: \$0.00
- Professional Development: \$0.00
- Staff Development: \$0.00
- Nomination and Elections: \$0.00
- Special Events: \$0.00
- News and Networking: \$0.00
- Staff Affairs: \$0.00

We expect the same budget for this year as for the past year. Candace Prater inquired about the budget for Special Events. She will meet with Rachel to discuss after the meeting has been adjourned. A motion to approve the minutes was made by Kim Johnson and seconded by Kyle Barnard. All members were in favor and none opposed. Minutes were approved.

IV. Chairs Report – Natalie Payne

Natalie reported that she and Megan Hobbs-Barrett met with Dr. Hernandez on July 12th. Megan provided an end of year update and noted our major accomplishments. Dr. Hernandez inquired about our goals for the upcoming year. They discussed ways in which to increase Staff Council's visibility and gain a larger presence overall. In addition, they discussed the no smoking/vaping initiative. Dr. Hernandez agreed that

enforcement is difficult and a focus on education and awareness was important. He suggested reaching out to UT-El Paso regarding their initiatives and recent grant award. Dr. Hernandez was also in favor of more, widespread communication, including email and Facebook.

V. Committee Reports

News and Networking: Joseph Agins

Natalie provided a report in absence of Committee Chair. She announced that Staff Council is now on Twitter and suggested that everyone with an account follow. We will also be updating our website and Facebook more regularly so please be sure to “like” and “share” our posts if you are on social media. Natalie asked all committee chairs to keep News and Networking in the loop with upcoming events so they can advertise. She also mentioned that a Staff Council newsletter was in the works. A recent Bookstore poll found that 70% of students prefer to receive information from email vs. social media. In light of this information and general trend, Staff Council will be sending more information through email. Joanna Morua announced that the next Spotlight and Staff winner is Jessica Begnaud. They are working on a date/time to present the award. Joanna also mentioned that their stock of department swag is getting very low and asked for donations.

Nominations and Elections: Megan Hobbs-Barrett

Megan reminded everyone that if they cannot attend a Staff Council meeting they need to email the Secretary. We maintain a log of absences. If you miss more than three meetings, you may need to reevaluate your position on Staff Council. In addition, Megan announced that Nominations and Elections is in the process of creating a guide to help new members negotiate their term on Staff Council.

Special Events: Candace Prater & Benjamin Cantu

Candace reported that the Special Events committee had not yet met. Their first meeting will occur soon. They will be looking into plans and reservations for our upcoming events including Spooktacular.

Staff Development: Haley Rothrock

Haley announced that Victoria White will present on Giving Recognition & Feedback for the next Hot Topics in Higher Education scheduled for September 4th at 9:30am in LSC 230. Training is available through Talent Management. In addition, Nikki Stifflemire announced the theme for next PDC: 20/20: A Clear Vision.

Staff Affairs: Dana Van De Walker

Dana reported that Staff Affairs is currently researching several topics including dependent assistance for education, an on-site daycare facility and of course parking. For the smoking initiative, they are reviewing anti-smoking education and signage,

and marketing programs for smoking cessations similar to the recent glitter video, and partnering with UPD, SGA and Faculty Senate.

VI. Old Business: Updates, Discussion, or Action

No old business was presented.

VII. New Business: Updates, Discussion, or Action

New Wellness Initiative:

Megan Richardson presented on Elevate, SHSU's new healthy campus initiative. She discussed the importance of wellness and its effect on workplace productivity and overall quality of life. The new initiative will consolidate multiple existing efforts across campus. They are currently devising new events and training sessions, and evaluating older initiatives such as release time for Employee Wellness and revising the Campus Walking Route to take into account recent construction.

T:drive Access:

Natalie reminded the group that all members should now have access to the Staff Council folder on the T:drive. If you do not, please contact Kristin. She encouraged everyone to save files on the T:drive.

Divisional Reports:

Donna Gilbert announced that we now have a new Alumni Center, near Bearkat Post. She invited everyone to come for coffee and pastries at the Open House on Saturday, October 19th.

Evan Anderson reported they are currently working on a Green Fee in the amount of \$2.00 per student per semester. They will meet with student government in September.

Kyle Barnard reminded everyone about several upcoming events:

Bearkat Watch Party @ Big E-Z Crawfish & Oyster Bar – 8/31
SHSU Bearkats vs. Oklahoma Panhandle @ Bowers Stadium – 9/7
1st Home Game of the Season

Natalie Payne reported that there will be a lot of new trainings from IT, including Jabber, Zoom and more from Office 365. Refer to the IT Newsletter for updates.

VIII. Upcoming Events

Next Staff Council Meeting will be September 11th at 1:30 in LSC 241A.

IX. Adjournment

A motion to adjourn was made by Rebecca Lewis and seconded by Kyle Barnard.
Meeting was adjourned 2:04pm.

Minutes submitted by: Kristin Ware on 8/30/2019