

Staff Council General Meeting Minutes
Sam Houston State University
September 9, 2020

I. Call To Order

Justin Ball called the meeting to order at 1:32pm.

II. Reading/Approval of Minutes – Natalie Payne

The August meeting minutes were emailed to members on September 1. Megan Richardson submitted a correction to update the new initiative sponsorship. Kristin corrected the minutes. No additional corrections to the minutes were received. A motion to approve the minutes was made by Jerrell Sherman and seconded by Megan St. Vigne. All members were in favor and none opposed. Minutes were approved.

III. Treasurers Report – Rachel Bubela

Rachel Bubela submitted the following balances:

- PDC: \$6,000.00
- Friends of Staff Council: \$4,316.73
- E-board: \$830.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$5,350.00
- News and Networking: \$150.00
- Staff Affairs: \$0.00

A motion to approve the Treasurer's Report was made by Shelly Nettuno and seconded by Natalie Payne. All members were in favor and none opposed. Treasurer's Report was approved.

Rachel reported that we received our orders, including the notepads, masks and shirts. Our budget now reflects the start of the new fiscal year.

IV. Chairs Report – Justin Ball

Justin reported that he recently met with Dr. Hernandez who was in support of our current year goals and initiatives. Justin will be working with Tiffany to revise the annual survey and distribute to members as soon as possible since COVID delayed our usual survey timeline. Justin will be meeting with the leader of Faculty Senate next week. He also reminded everyone of the BBQ fundraiser for the Maness family scheduled for Friday, October 2nd. Justin reported that we hope to move forward with the Staff Council Book Scholarship for the upcoming spring semester. We plan to review all materials associated with the scholarship one more time before we publicize. Justin reminded the group about the Sustainability Committee. Kristin mentioned that

Rachel Allison was interested in serving. Evan Anderson stated that we need two people, an at large member as well as a cochair. Justin will follow up with Evan and contact Rachel.

V. **Committee Reports**

News and Networking: Jerrell Sherman

Jerrell reported that he posted the BBQ fundraiser for the Maness family to our social media networks including Facebook and the new Instagram. Twitter is still pending due to a password glitch. He reported that Tiffany updated the form for the website which means that emails sent to the Staff Council email account should now be received without issue. Jerrell and his committee are currently soliciting nominations for Spotlight on Staff. In addition, he encouraged members to reach out to him to contribute any department swag.

Nominations and Elections: Natalie Payne

Natalie noted that we currently need to fill two open positions, one in Academic Affairs and another in Finance & Operations. Breanna Barnes received and accepted nomination on behalf of Academic Affairs. Natalie thanked Evan Anderson and Natalie Isaac for their assistance.

Special Events: Maggie Odom & Shelly Nettuno

Maggie reported that her committee is currently looking into arrangements for Spooktacular, including the possibility of two receptions, one in-person and one virtual. We should know by the end of month whether we can host an in-person event. The committee is also discussing new ideas, including using hashtags for the costume contest. Shelly added that the judging criteria should also be revisited.

Staff Development: Haley Rothrock & Nikki Stifflemire

Haley reported that they are moving forward with two Hot Topics, one in September and another in November, both virtual. The committee reached out to the speaker for September and will make the announcement once confirmation is received. Haley reported that PDC is still scheduled for March 16th and the committee is reviewing options such as a 50/50 in-person/virtual event and also an option for a pickup lunch. They plan to reach out to Dr. White to be the Keynote Speaker and hope to reveal an approved theme at the next meeting.

Staff Affairs: Tiffany Driver

Tiffany reported that the form for the website is now up and running so email should be working properly once again. She confirmed that Justin plans to bring up the sick leave policy at his upcoming meeting with Faculty Senate. She reported that she has fielded concerns from staff members about wearing masks outside, however, given current university policy and Dr. White's own impassioned views towards masks, for

now all faculty, staff and students must wear a mask outside unless involved in an “impractical activity” such as eating. A new topic which her committee plans to discuss is flu vaccines. Currently, flu vaccines are only be offered to students.

VI. Old Business: Updates, Discussion, or Action

Justin asked Megan Richardson to give further details about the new initiative sponsored by Elevate, Healthy Campus Initiative. The upcoming Walking Challenge will be available to faculty, staff and students for 30 days, during the month of October. Registration will open September 21st with a cap at 250 participants. People can participate individually or in groups and there will be prizes awarded for each. Megan will forward information to News & Networking so that Jerrell can post on our social media platforms.

Justin noted that plans for our annual pictures will be altered as a result of COVID. New members and any old members who wish to take a new photo can go visit Brian Blalock at the Thomason Building on October 7th. He will be taking head shots from 10:00am-3:00pm. There will be no group picture this year.

Justin noted that we received our mask and shirt orders. Rachel will organize student workers to distribute to members.

VII. New Business: Updates, Discussion, or Action

Justin reported that we would like to expand our annual fundraising drive to include one in the fall and one in the spring, adding clothing and toiletries. Benji will be meeting with Career Services to discuss a place to store and go through clothes. Special Events is looking into renaming the People & Pets Food Drive to be more inclusive of all types of fundraising items.

Justin and Rachel asked for a volunteer to be an interim Treasurer while Rachel is out on maternity leave January-March (possibly December). Duties would include processing purchases including Aramark, updating budget spreadsheets and submitting the monthly report. Jennifer Alexander volunteered.

Justin reported that the Staff Council Luncheon with President White is scheduled for September 23 at noon in the LSC White Ballroom. He reminded everyone that if you RSVP to attend, please attend.

Divisional Reports:

None.

VIII. Upcoming Events

None.

IX. Adjournment

Meeting was adjourned.

Minutes submitted by: Kristin Ware on 09/21/2020