

***Staff Council Meeting Minutes***  
***Sam Houston State University***  
***November 14, 2018***

**I. Call To Order**

Megan Hobbs-Barrett called the meeting to order at 2:02pm

**II. Reading/Approval of Minutes – Megan Hobbs-Barrett**

On October 17th, Jennifer Alexander emailed the October 10th meeting minutes to all Staff Council representatives. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve October's minutes were made by Donna Gilbert and seconded by Ryan Carroll.

**III. Treasurers Report – Carolyn Tucker**

Carolyn Tucker submitted the following balances:

- E-board: \$830.00
- News and Networking: \$150.00
- Nomination and Elections: \$50.00
- Special Events: \$2,767.38
- Staff Affairs: \$0.00
- Staff Development: \$259.57
- Friends of Staff Council: \$2,647.23
- Professional Development: \$6,000.00

A motion to approve October's treasurer's report were made by Kimberly Johnson and seconded by Megan Foley Dulock. All members were in favor and none opposed. Treasurer's Report approved.

**IV. Chairs Reports – Megan Hobbs-Barrett**

- **TX Consortium-** currently working on the creation of an association, no new meetings since our October meeting
- **Meeting with Dr. Hernandez on 11/20** to discuss what Staff Council has been up to, and upcoming events & programming.

**V. Committee Reports**

News and Networking: Craig Jeffries

November's spotlight on staff winner is Jandy Kelley from Medical and Allied Health. We will presenting the award immediately following the meeting in the Lee Drain building – room 201, COHS Dean's office.

We only have eight nominations left and more nominations are needed. The online form is located on our webpage under Spotlight on Staff. Please spread the word in your departments.

Nominations and Elections: Melissa Fadler

- **None**

Special Events: Megan Foley Dulock

- Spooktacular Breakfast went well. Everyone enjoyed the costume judging occurring during the breakfast.
- People & Pets Food drive next event on Nov. 28, 10a-2p, along with Faculty Senate in the LSC mall area. Collecting food for the Rita B. Huff Shelter and food for the Food pantry on campus. Competition between departments to see who can donate the most food (in pounds), winner will receive a muffin breakfast on Nov.30<sup>th</sup>. Need volunteers to work the event in 30 minute shifts; sign-in sheet was passed around. Need boxes and volunteers to help.
- SAAFE House has angels to adopt for Christmas. Members present decided this was a worthy cause to support, individuals that would like to participate should email Jennifer Adams. A follow-up email with more information will be sent after meeting.

Staff Development: Dawn Caplinger

- The committee is working diligently on PDC. Dean Lyons will be the keynote speaker. Due to scheduling conflict, the next staff council conversations hot topics will be in spring 2019 presented by Max Walling on Personal Skills for Professional Excellence.

Professional Development Conference: Alli Miller

- The new Orange ballroom has been secured for the event

Staff Affairs: Justin Ball

- **None**

## **VI. Ad Hoc Committee Reports**

Sustainability Committee: Evan Anderson

- Texas Arbor day had 78 attendees and 17 trees planted. Featured on Today @ Sam.

Calendar: Melissa Fadler

No report.

Staff Excellence Committee: Megan Hobbs-Barrett

No report.

Parking and Transportation Committee: David Cummings/Justin Ball

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Kimberly Johnson

No report.

## **VII. Old Business: Updates, Discussion, or Action**

Safety issues on campus: Megan Hobbs-Barrett

- After the meeting minutes were sent out to the IT department by Natalie Payne, Megan received a response that some of the bricks were loose in the LSC mall area and they felt it was a safety hazard. Megan sent it on to Steve Shields and the bricks were secured within a few days. If we see something that is hazard, report it to Megan or Steve Shields. Minutes being sent out to our staff does make a difference.

## **VIII. New Business: Updates, Discussion, or Action**

Divisional Updates:

- Emily Snider – Leadership Initiatives – Tree of Hope located in their office LSC 328T. Adopt a child benefitting the Boys & Girls Club. Items due to the office 12/3/18.
- Kyle Barnard – Athletics – great turn out for faculty/staff football appreciation game. Basketball season is underway and Athletics is looking at doing a faculty/staff appreciation game, as well. In February 2019, they are putting together a chili cook-off / BBQ event in the common area in front of the Coliseum.

Purchase of a new tablecloth – Carolyn

- Council present was presented with options to purchase 2 table clothes for use by Staff Council. A motion to approve the purchase of 2 table clothes in the amount of \$361.17 from 4Imprint was made by Jennifer Adams and a second motion by Megan Foley Dulock. Motion to purchase was approved.

Annual Fund: Carolyn Tucker

- SC reps are currently at 45.8% participation. Please consider contributing to an area you feel passionate about, Friends of Staff Council, a scholarship, or SH Food Pantry. Soft credits are given to married couples on campus so you only have to donate once and you both get credit – just make sure University

Advancement is aware of it especially if you have two different last names. You can donate to the Friends of Staff Council account; we are looking at using the funds for a service project.

Duo push: Megan Hobbs Barrett

- How is Duo push working? Several members present noted having issues with the Duo app. If there is nothing reported, they do not know if it is not functioning properly. Please call or contact IT Service Desk, 4-1950, if you are having issues with the app or receiving push notifications.

## **IX. Upcoming/Future Events**

Next Council Meeting – **December 12th @ 1:30pm in LSC 320** (Note Time & Location change)

People & Pets Food Drive – November 28<sup>th</sup> – 10am-2pm @ the LSC mall area

Staff Council Christmas Reception - December 5<sup>th</sup> @ 5pm in the Peabody Library

## **X. Adjournment**

Megan Foley Dulock motioned to adjourn the meeting, and Rebecca Lewis seconded. Meeting was adjourned.

Minutes submitted by: Jennifer Alexander