

***Staff Council Meeting  
Sam Houston State University  
Minutes June 14, 2017***

**I. Call to order**

Megan Hobbs-Barrett called the meeting to order at 1:33pm

**II. Reading/Approval of Minutes**

On May 11, the May 10<sup>th</sup> meeting minutes were emailed to all Staff Council representatives to be reviewed. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve May's minutes was made by Natalie Payne and seconded by Dawn Caplinger. All members were in favor, none opposed. Minutes approved.

Megan Hobbs- Barrett circulated the sign-in sheet for all present members to acknowledge attendance.

**III. Treasurers Report**

Rhonda Reddoch Submitted the following balances:

E-Board: \$739.55

Friends of Staff Council: \$2,170.47

Professional Development: \$1,086.87

Staff Development: -\$68.84

Nominations and Elections: \$50.00

Special Events: \$844.96

News and Networking: \$34.62

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

Megan read the chairs report in Melissa Fadler's absence.

**Ring Ceremony:** University leadership has discussed the possibility of creating two separate ring ceremonies to provide more opportunities for students to participate. One ceremony would be held in November and the other in April.

**Safety Committee:** Currently, the committee is working with Facilities Management to evaluate and designate building liaisons across campus.

**Calendar Committee:** has not met. No update.

**Staff Excellence Committee:** Awards for the 2017 Staff Excellence Committee have been finalized and announced. No new updates.

**Dennis Stepp**, Department of Ag Science & Engineering Technology

**Reba Van Horn**, Department of Language and Special Populations

**Kathy Allen**, Texas Research Institute for Environmental Studies

**Christine Teel**, Coordinator with the School of Nursing

## V. Committee Reports

### **NEWS AND NETWORKING:** Rhonda Reddoch –

Tim Mullings in the Department of Criminal Justice was announced to be the recipient of the June Spotlight on Staff award. Immediately following the meeting, members from Staff Council will travel to Tim's office to present him the award. The news and networking instruction manual has been updated and uploaded onto the Staff Council T-Drive. Committee members will be working on updating the website with pictures in the coming weeks.

### **NOMINATIONS & ELECTIONS:** Margaret Ferguson –

The 2017 Staff Council elections are over, and the Nominations Committee is in the process of notifying all newly-elected members of the results. These members will also be invited to attend the July 12<sup>th</sup> retreat to welcome them and award outgoing members. The nominations and elections manual has been completed and uploaded onto the Staff Council T-Drive.

### **SPECIAL EVENTS:** Megan Foley –

The Special Events committee is currently working on their instruction manual and will have it completed and uploaded in the coming weeks. No new updates.

### **STAFF DEVELOPMENT:** Melissa Asbury –

The Staff Development Committee is currently working on updating their manual to upload onto the Staff Council T-Drive.

### **STAFF AFFAIRS:** Natalie Payne –

Welcome letters are being finalized to send out to all newly-elected members of Staff Council. The Staff Affairs Committee is currently working on finalizing their instruction manual and uploading it to the T-Drive in the coming weeks.

**Campus Art Review Committee:** Derek Alexander had no report.

**Wellness Program Committee:** David Arriola had no report.

**Parking & Transportation Committee:** No report.

**Sustainability Committee:** No updates.

## VI. Old Business: Updates, Discussion or Action

In continuing our tabled discussion on a Student Employee Appreciation Week, Pam Laughlin and Rebecca Gay will be drafting a proclamation to present to representatives of Staff Council for approval during July's retreat.

No additional old business was addressed.

## VII. New Business: Updates, Discussion or Action

### **Guest Speaker:** Christian Easterling –

Christian Easterling spoke to members of Staff Council about the SHSU Dental Office and the services they can be provided to staff and faculty. They are a full-service dental office that can accept SHSU's

PPO insurance plan but not our HMO plan. There will also be a special discount offered to SHSU employees for Invisalign braces. He closed his presentation by giving Staff Council members a brochure.

**Election of New Officers:** Margaret Ferguson –

No additional election results have been finalized for the new Staff Council President Elect.

**Sustainability Committee Representative:** Megan Hobbs-Barrett –

Lisa Clarkson will be leaving Staff Council in July. In August, we will be looking for a new member to take her place on the sustainability committee.

**Staff Council Retreat:** Megan Hobbs Barrett –

On July 12<sup>th</sup>, members of Staff Council will be meeting at City Hall Café from 12:00-3:00pm. We will introduce and welcome newly-elected members of Staff Council and issue service awards to outgoing members of Staff Council. Members will be presented with the option of chicken or beef for their meal and will receive an email from Megan to finalize their decision.

Megan also informed members regarding committee member selections for the upcoming year. An email should be sent out in the coming weeks for members to select their top (3) choices for committees to serve on and, see if you would like to serve as chair or co-chair for any committees. Committees and committee leadership will be discussed further at July's retreat.

Natalie Payne also reminded everyone that the Staff Council exit survey has been sent out to members, and the deadline to submit responses will be June 6<sup>th</sup>.

**New Student Convocation:** Kim Johnson –

Kim announced that the Department of Student Success Initiatives is looking for volunteers to help participate in this year's new student convocation on August 20<sup>th</sup>. Members wanting to help should contact Kim or Kay Angrove and will be required to wear academic regalia.

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

Spotlight on Staff - Tim Mullings in CJC (Immediately following meeting)

Staff Council Welcome/Recognition Event – July 12, 2017 12:00-3:00pm at City Hall Café

Next Council Meeting August 9, 1:30pm in LSC Theatre. We will be taking group and individual pictures.

## **X. Adjournment**

Margaret Ferguson motioned to close the meeting and Dawn Caplinger seconded.

Meeting was adjourned.

Minutes submitted by: David Arriola