

Staff Council Meeting Minutes
Sam Houston State University
March 7, 2018

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 1:30 p.m.

II. Reading/Approval of Minutes – David Arriola

On February 19th, the February 14th meeting minutes were emailed to all Staff Council representatives by David Arriola. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve February's minutes was made by Dawn Caplinger and seconded by Natalie Payne. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – David Arriola

Rhonda Reddoch submitted the following balances:

- E-board: \$480.00
- Friends of Staff Council: \$2835.47
- Professional Development: \$6,000.00
- Staff Development: \$147.16
- Nomination and Elections: \$50.00
- Special Events: \$1,358.85
- News and Networking: \$150.00
- Staff Affairs: \$0.00

IV. Chairs Reports – Megan Hobbs-Barrett

Megan read the Chair's report in Melissa's absence. Melissa has reported that the Texas Consortium has met, and that their main focus is on flexible work space policies and telecommuting policies. The Consortium has been asking for volunteers to serve on committees to further discuss these policies, a plan of action, and how they could affect member institutions. The newest issue that was brought to the Consortium's attention is the changes to the tax laws and how that will affect parking prices. Parking is currently pre-taxed, but with the tax law changes the Consortium is investigating how other universities are handling this. Matt McDaniel from the office of Parking and Transportation is currently working with payroll to determine the implication of the tax law. Melissa is still waiting to meet with the Center of Community Engagement to discuss Staff Council's involvement.

V. Committee Reports

News and Networking: Meghan Burton

Christene Hughes from Human Resources was announced to be our March spotlight on staff recipient. The committee will present her the award following the meeting.

Nominations and Elections: Pam Laughlin

David Arriola emailed the proposed changes to the Staff Council bylaws out for all members to review. Pam thanks all the members of the Nominations and Elections Committee for all their hard work on the revisions, with a special thank you to Gene Roberts for his input.

An overview of the major revisions recommended by the Committee included:

Article I: Clarifying that no levels of Vice Presidents including AVP's are eligible for election to Staff Council.

Article II: Representation sections from II & III were combined to avoid redundant information.

Article III: Clarification to the election of the chair by add that the Chair will have their term extended by 1 year to meet the E-Board obligations. If a member moves to a new division, the member's new supervisor must approve the staff members continued participation in Staff Council. Members who are absent more than 3 consecutive meetings will not automatically be removed, but will go to the E-Board for review. The secretary will then notify the member should they be removed.

Article V: The secretary will send out the meeting agenda 3 days before the meeting instead of 5 days. The election of officers will be moved to May, voting in June and will be conducted by ballot instead of show of hands. Article V section 3 is deleted.

Special Events: Megan Foley

Megan received information from SGA that the All Paws in event has been moved to April 14th. The spring social has been scheduled for May 17th.

Staff Development: Dawn Caplinger

The committee will be meeting this month to begin planning topics for Coffee Conversations starting this fall. Members who have ideas for presentation are encouraged to reach out to Dawn.

Professional Development Conference: Rebecca Gay

The PDC is scheduled for Tuesday March 13th starting at 9 am. Moderator will receive training prior to the PDC on Monday March 12th at 10am in LSC 308. Members who have signed up to be a moderator, but will be unable to attend should reach out to Stephen Wong or Angela Whitlock to let them know. Staff members will

be able to register the day of outside of the LSC ballroom for any sessions that are not currently full.

Staff Affairs: Natalie Payne

Dawn Caplinger reported that the President's Office did not review the campus smoking policy during its review of campus policies. The policy is a directive from the Texas State University System office and therefore was not subject to review. Staff Affairs has drafted a letter to the President's Office addressing staff concerns regarding the implementation and enforcement of the smoking policy.

One member asked for clarification on the wording in paragraph one regarding supervisors may be reluctant to report their staff for violations. In drafting that sentence, the Staff Affairs Committee believed that supervisors would not report their staff if other supervisors were not, and that reporting could cause morale issues. The wording will updated to include staff being reluctant to report supervisors for fear of reprisal.

Suggestions for addition to the letter from a few members were to include a possible solution for the campus smoking policy implementation and enforcement. Members agreed that the language was adequate as is, and that Staff Council is willing to work with the administration on a solution after they agree to a review.

A motion to approve the letter with the changes was made by David Arriola and seconded by Dawn Caplinger. All members were in favor and none opposed. Letter approved.

VI. Ad Hoc Committee Reports

Safety Committee: Melissa Fadler

No report.

Sustainability Committee: Kerry Arnold

No report.

Calendar: Melissa Fadler

No report.

Staff Excellence Committee: Melissa Fadler

No report.

Parking and Transportation Committee: David Cummings and Justin Ball

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Deanna Briones

No report.

VII. Old Business: Updates, Discussion, or Action

Student Staff Appreciation Week: Megan Hobbs-Barrett

The approved memo with revisions for the creation of a Student Staff Appreciation Week has been forward to Dr. Hernandez for review. The proposed week is April 8-13th this year. Each individual department will be responsible for how they will recognize their students. The E-Board discussed working with an appropriate department such as Career Services or Human Resources to help with awareness and implementation.

Election Timeline: Megan Hobbs-Barrett

For those members who are ending the 2nd year of their 1st term will be receiving a notice from the Nominations and Election Committee asking if the member would like to run for a second term. Responses will be requests in writing.

Staff Council Calendar: Megan Hobbs-Barrett

The E-Board has decided that there will not be a December Staff Council meeting due to the lack of material and the winter holiday. The retreat date has been confirmed for July 18th.

VIII. New Business: Updates, Discussion, or Action

Financial Stability of the Employee: Megan Hobbs-Barrett

Melissa Fadler discussed the possibility of offering courses in financial stability and money management to employees at SHSU. These courses would be offered through the SHSU learning academies with employees earning professional development credit. More information to follow when it becomes available.

Newsletter: Megan Hobbs-Barrett

The newsletter has been emailed out to all Staff Members. The E-Board anticipates that the newsletter will be emailed out twice a semester.

Bylaws Review and Update: Megan Hobbs-Barrett

Members were reminded to review the proposed changes to the bylaws to be voted on in the April meeting.

Arbor Day: Evan Anderson

Evan Anderson address members of Staff Council about the Arbor Day Celebration at SHSU. The event would like more staff members to participate this year. Interested members should contact Emily Snider in the Office of Student Initiatives.

5K Run: Kim Johnson

The SHSU food pantry is having a 5K Glow Run. Kim Johnson passed out flyers and encouraged members and departments to participate. The deadline for departmental sponsorship is March 28th.

Feed the Growl: Megan Hobbs-Barrett

The Houston food bank will be on campus Tuesday March 20th from 1-4pm bringing 10,000 lbs. fresh and free produce. The food will be able to all students, staff, faculty and community members. Guest only to bring a form of identification and are looking for volunteers. Those who are interested should contact Candice Wilson from student success initiatives.

IX. Upcoming/Future Events

Spotlight on Staff – Following the Meeting

Next Council Meeting – April 11

July Retreat, July 18 @ Bearkat Camp

All Paws In, April 14th

Spring Social May 17, 2-4pm @ Kat Klub

Coffee Conversations: Hot Topics April 25th 2-3:30pm LSC 320

X. Adjournment

Rebecca Lewis motioned to adjourn the meeting, and Kyle Barnard seconded.

Meeting was adjourned.

Minutes submitted by: David Arriola