

Staff Council Meeting
Sam Houston State University
Minutes August 09, 2017

I. Call to order

Melissa Fadler called the meeting to order at 1:39pm

II. Reading/Approval of Minutes – David Arriola

On July 5th the June 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 June minutes was made by Natalie Payne and seconded by Kim Johnson. All member were in favor and none opposed. Minutes approved.

III. Treasurers Report – Rhonda Reddoch

Rhonda Reddoch Submitted the following balances:

E-Board: \$479.00

Friends of Staff Council: \$2,170.47

Professional Development: \$277.28

Staff Development: -\$68.84

Nominations and Elections: \$16.44

Special Events: -\$428.35

News and Networking: \$8.11

IV. Chairs Report – Melissa Fadler

Melissa gave an update to members of Staff Council on the newly appointed members to the standing Ad-Hoc committees from the President's Office. Newly elected members are Derrick Alexander-Campus Art Review, Donna Gilbert-Wellness Program, David Cummings & Justin Ball-Parking and Transportation, Scott Dolezal (Co-Chair) & Kelly Arnold-Sustainability.

V. Committee Reports

NEWS AND NETWORKING: Meghan Burton –

Currently the news and networking committee is working on improvements to the Staff Council website and are currently dividing members into sub-committees to begin work for the new academic year.

Spotlight on Staff: Christine Teel is the recipient of the August Spotlight on Staff award. Due to our recipient being located on an off campus location, members will travel to her office Monday, - August 28th at 1:00pm to present the award.

NOMINATIONS & ELECTIONS: Pam Laughlin –

The nominations and election committee is currently working on filling three vacant positions. One member in Enrollment Management, one in University Advancement and one in the President's Office/Athletics. Calls for members have been placed with each division and so far, two nominated

members have accepted, and the third has yet to confirm. More information will follow in the September meeting.

SPECIAL EVENTS: Megan Foley –

The first Staff Council event of the new academic year will be held on September 28 in the LSC Ballroom. Staff members will be able to meet, greet, and network with their divisional representative and other Staff Council members.

STAFF DEVELOPMENT: Dawn Capplinger –

The staff development committee proposed a second coffee conversation in the fall to include the one spring meeting and PDC. Topics for this year's conversations included: Gossip in the Workplace, and the TX60 by 30 program.

Professional Development Conference: Rebecca Gay –

The PDC subcommittee suggested to members of Staff Council that a pre-written script should be read before each session to inform all attendees what Staff Council does for SHSU. Also suggested was the idea of videotaping individual sessions to allow them to be viewed on talent management. PDC is currently working with Human Resources to facilitate this for next year's conference. Possible topics for this year's conference include: Growth and Change, or Under Construction: SHSU Growth and Change.

STAFF AFFAIRS: Natalie Payne –

A new standardized letter was created and is ready for distribution to new staff members starting this month. Staff Council members assigned to greet members for their division will deliver this letter to the new member and introduce themselves and our organization.

Members of staff affairs have been reviewing the exit member survey and the end of year survey. Natalie has identified two frequently commented on/ asked about concerns and have assigned members to research these issues. The two issues identified are parking availability and use of the Energy Conversation day. Members will be researching other institutions and policies related to these issues and will notify Staff Council shortly.

Campus Art Review Committee: Derek Alexander had no report.

Wellness Program Committee: Donna Gilbert had no report.

Parking & Transportation Committee: David Cummings & Justin Ball had no report.

Sustainability Committee: Scott Dolezal & Kelly Arnold had no report.

VI. Old Business: Updates, Discussion or Action

End of Year Survey/ Exiting Member Survey: Natalie Payne –

Results from the exiting member survey show that members have left staff council for two different reasons. First, having a lack of time to participate in meetings and events. Secondly, leaving the division from which they were elected. Survey results also said that exiting members would consider returning should they find the time available.

End of Year Report: Melissa Fadler –

Melissa is currently working on compiling all the information, events completed, and general results of Staff Council from the last academic year. Once she has completed the report, it will be emailed to each member for review before being sent to Dr. Hoyt.

Student Employee Appreciation Week: Pam Laughlin –

Continuing our previous discussion from the June meeting, Pam submitted the draft memo intended for Dr. Hoyt to members of Staff Council. Calls for changes or additions to the memo were made, and Megan Buro asked for grammar change to the memo. Pam motioned to approve the memo, Dawn seconded. The memo was unanimously approved.

VII. New Business: Updates, Discussion or Action

Bearkat Family Photo Day: Melissa Fadler –

Staff Council was approached by the President's Office and the Vice President of Student Affairs to hold a day for SHSU Staff and Faculty to have professional pictures taken around campus free of charge. October 14 from 8:00am until 12:00pm or October 28 from 8:00am until 12:00pm as a rain date were suggested as possible dates. Members then voted on a possible list of campus location for pictures to be taken. Results from the picture sight locations will be tallied and revealed at the September meeting.

Riley Kleppelid moved to have the picture dates moved to the spring to avoid any conflicts with planned footballs games in the fall. Members unanimously voted in favor. Melissa will follow up with Vice President Parker with the Staff Council's recommendation.

Staff Council apparel: Melissa Fadler –

Members will be emailed a link to the Staff Council apparel store through Barnes and Noble to purchase branded SHSU Staff Council Polo-s and jackets.

Attendance Policy: Melissa Fadler –

Melissa has reminded members of Staff Council that members are encouraged to reach out to David Arriola and copy Melissa Fadler let them know if they will be absence. A small door prize will be given away in the future for attending members.

Tentative Calendar of Events: Melissa Fadler –

A calendar of events was submitted to members with the proposed dates of upcoming events for the new academic year. Any changes to these dates should be submitted to Melissa or Megan as soon as they become available.

New Student Convocation: Kim Johnson –

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

IX. Upcoming/Future Events

Next meeting will be held on September 13, 2017 at 1:30pm in LSC 315

X. Adjournment

David Cumming motioned to adjourn the meeting and Megan Foley seconded.

Meeting was adjourned.

Minutes submitted by: David Arriola