

***Staff Council Meeting Minutes
Sam Houston State University
September 12, 2018***

I. Call To Order

Megan Hobbs-Barrett called the meeting to order at 2:00 p.m.

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

On August 20th, the August 15th 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 August's minutes were made by Megan Foley and seconded by Angela Whitlock. All members were in favor and none opposed. Minutes approved.

III. Treasurers Report – Carolyn Tucker

Carolyn Tucker submitted the following balances:

- E-board: \$830.00
- Friends of Staff Council: \$2,547.23
- Professional Development: \$6,000.00
- Staff Development: \$370.00
- Nomination and Elections: \$50.00
- Special Events: \$5,147.98
- News and Networking: \$150.00
- Staff Affairs: \$0.00

A motion to approve August's treasurer's report were made by Justin Ball and seconded by Megan Foley. All members were in favor and none opposed. Treasurer's Report approved.

IV. Chairs Reports – Megan Hobbs-Barrett

Thanks to News & Networking the website has been updated to include volunteer opportunities link that was created by ACE. The link is listed on our website under Staff Resources titled Community Agencies. If you, your department or division are looking for volunteer opportunities this is a great resource.

No new news from the Texas Consortium, have not had a meeting since the departure of the Chair.

V. Committee Reports

News and Networking: Craig Jeffries

September's spotlight on staff winner is Eric Odom from the SHSU Online. Committee members will be presenting Eric the award on Tuesday, September 18 at 9am at University Plaza (Old Bank of America building).

Nominations and Elections: Megan Hobbs-Barrett

Megan Hobbs-Barrett gave the committee report in Melissa Fadler's absence. The committee will meet next Friday, September 20, for their first meeting of the semester.

Special Events: Megan Foley

Special Events is currently working on details for the upcoming semester events. The Meet & Greet is scheduled for Thursday, September 27 at 9:30 in the LSC Small Ballroom. If you have any swag to give out, the committee will have a table set up for distribution. This is a great time for the staff body to meet the Staff Council representatives.

The Halloween Spooktacular breakfast is scheduled for Wednesday, October 31 in the LSC Ballroom. Jennifer Adams spoke to the Council about needs for centerpieces. This year the centerpieces are going to include children's toys and books, that will be donated to the SAAFE House, in conjunction with Domestic Violence Awareness month. The committee asked members to donate new or gently used toys and books to F & O Office (Admin 308) between now and October 10.

Staff Development: Dawn Caplinger

Registration for the upcoming Staff Council conversation on October 2nd in LSC 320 from 1:30pm – 3:00pm is now in Talent Management. The Staff Development Committee will meet on September 26th to discuss topics for the fall.

Professional Development Conference: Alli Miller

The committee is seeking suggestions for themes and key note speakers for the Professional Development Conference in March. Please email Alli Miller with any suggestions. They are meeting at the end of September, to determine a theme and reach out to possible keynote speakers.

Staff Affairs: Justin Ball

The Staff Affairs Committee are continuing their research on staff Friday early release in the summer to also include, winterbreak.

VI. Ad Hoc Committee Reports

Safety Committee: Megan Hobbs-Barrett

Committee is set to meet on Thursday, September 13, will provide an update at October's meeting.

Sustainability Committee: Evan Anderson

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: Kimberly Johnson

No report.

VII. Old Business: Updates, Discussion, or Action

Staff Council Apparel Purchase: Megan Hobbs-Barrett

The deadline to purchase Staff Council apparel has been extended to Friday, September 14. We are required to place a minimum order of 12 pieces to be guaranteed the price. If we are unable to sell 12 pieces, then we will be unable to purchase shirts.

Information Dissemination: Natalie Payne

Natalie discussed with members present a new initiative for Staff Council representatives to email meeting minutes to individual staff members. We are looking to change the persona that no one knows what we do or who we are. Members were asked to sign up to email departments that they have a *personal* relationship.

VIII. New Business: Updates, Discussion, or Action

Parking Update: Megan Hobbs-Barrett

Megan reported that she had corresponded with Chris Standerfer, Director of Parking & Transportation, he currently only had 1 update. The parking lot beside the Life Science building is now open to Z1 West parking permits. He will try to personally visit Staff Council early in the Spring semester, with any upcoming changes.

Secretary Nominations: Megan Hobbs-Barrett

Megan informed the Council that David Arriola accepted a position at Prairie View A & M after Labor Day. We are therefore looking for a willing person to serve as Secretary. Job details include, taking minutes, typing minutes, emailing agenda and minutes- monthly. Granting access to T:\drive to new members, updating roster and attendance spreadsheet. The floor was open to nominations: Jennifer Alexander was nominated and accepted the floor nomination. Nominations will remain open until October's meeting, so if you are interested or would like to nominate someone please contact Megan before the October meeting. Voting for Secretary will occur at the October meeting.

Bearkat Family Photo Day: Megan Hobbs-Barrett

Bearkat Family Photo day preparation has begun, Staff Council's role in this event is to provide volunteers for the event. Currently, the date is not set. We are looking for 5-6 photographers that are willing to volunteer their time on a Saturday this semester for the event. Brian Blalock is the point of contact for photographers. A couple of names were provided that will be forwarded to Brian. A volunteer sign-up sheet will be provided at the October meeting.

Divisional Updates: Megan Hobbs-Barrett

Several upcoming events were noted by members:

- KatSafe Bash on September 25 @ 4pm Bowers Stadium lot
- SHSU home Football game, September 15
- Bearkat Family Weekend, September 29th
 - In conjunction with Bearkat Family weekend COFAMC will be hosting a carnival themed event in the GPAC lobby; come enjoy games and food!
- SHSU Homecoming, October 27th
- Battle of Piney Woods, October 6 @ Reliant Stadium
- Potter Night @ Pritchett Field, September 28th

IX. Upcoming/Future Events

Next Council Meeting – October 10 @ 2pm in Olsen Auditorium in AB4

Spotlight on Staff – Tuesday, September 18 @ 9am University Plaza

Meet & Greet- September 27 @ 9:30 LSC Small ballroom

Halloween Spooktacular Breakfast October 31st

President's Luncheon September 19th

Staff Council Christmas Party December 5th

X. Adjournment

Dawn Caplinger motioned to adjourn the meeting, and Rebecca Lewis seconded.
Meeting was adjourned.

Minutes submitted by: Megan Hobbs-Barrett