

STAFF COUNCIL MINUTES

DATE AND LOCATION: APRIL 9, 2009; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHERRI BOREN, SHELLY BROWN, NANCY EASTERLING, NORMAN FOX, SUSAN GORDON, KAREN HOOKS, SHARON ILEY, JASON JACKS, DANA MOORE, ANGIE NIMMO, CHRISTI PFAU, MELET PRICE, RICHARD REED, MAUREEN SCANTLING, AND LATHES TOWNS.

SUBSTITUTES: ELSA DELEON (*SUB SCHECHT*), LIZ O'Quin (*SUB TOWNS*)

MEMBERS ABSENT: ABI FREEMAN, SYLVIA HAMPTON, CLIFTON JONES (KILLEEN), JIM LOOBY, COURTNEY MACIEL (KILLEEN), CHERYL RHOADES, KAREN SCHECHT (*SUB*) AND LATHES TOWNS (*SUB*).

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on March 19, 2009 were read. The minutes were approved as stated.

TREASURER'S REPORT: Leah Bartelt reported the following balances as of 3/31/09:

Operating Expense Account 213500 balance: \$7,709.42

General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee's expenses are paid) **balance: \$23,586.23**

Scholarship Fund Account 241090 balance: \$6,889.04

The Treasurer's report was approved as stated.

OPEN FORUM:

None

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)

- In Jim's absence, Sherri reported that the committee had met. As far as the problem with students parking in Staff spaces, all the police can do is keep issuing them tickets. The suggestion was made to ask the police dept. for a different parking space if the problem persists.
- The decision was made to assign 3 members of the Staff Affairs committee to form a sub-committee to decide on how to process and amend Staff grants and their deadlines. They will be meeting soon.

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)

- Melet Price reported her committee will meet and are finalizing plans for Staff Development Day (May 14). It will be a kick off for the QEP's "Keeping It REAL". The main speaker will be Vicki Hitzges, TV News Anchor and motivational speaker and it promises to be a fun and interactive time. Some of the workshops include Tarleton Traditions, shows at the Planetarium, and possibly on FAMIS.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)

- No report

Employee Recognition: (Sylvia Hampton, Chairman)

- February Employee of the Month was Joanna Ince, Staff Accountant in Business Services. Way to go Joanna!
- March Employee of the month was Venetta Skinner - Administrative Assistant in Nursing. Congratulations Venetta!!

Healthy Campus Task Force: (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)

- Sherri reported that they met and after speaking to Rob Nimmo of Recreational Sports, it was determined that they would be unable to issue a one-time grant for employees who attend the Recreation Sports Center.
- Because of the cost of handbooks, it wouldn't be feasible to distribute exercise log books to staff. Hopefully a link can be added to the Staff Council website instead for staff use similar to what Aramark used to have on their dining services website.

Public Relations: (Jennifer Barrera, Chairman)

- Jennifer Barrera reported the newsletter should be sent out today by Ann Pawlak.
- Jennifer reminded us of the first Student Worker Appreciation Week which is April 13-17. President Dottavio will sign the proclamation for Student Worker Appreciation Week April 13th at 2:00 p.m. in his office. We would like to have Staff Council and students at the signing of the proclamation. The Administrative Assistants will receive an invitation to make sure everyone in the departments know. There will be cookies and punch served.
- She reminded us to be sure to respond to the survey sent out by Wayne Atchley of OPEIR and to encourage other staff to respond as well. This gives us the opportunity to serve on various University and Staff Council Committees.

Killeen Committee: (Clifton Jones and Courtney Maciel)

- No report – busy with transition process! Jennifer Barrera did mention that Killeen was included in having the Student Worker Appreciation week April 13-17.

Elections: (Jason Jacks, Chairman; Melet Price, Co-Chairman)

- None

President's Report:

- Angie Nimmo reported the meeting with Jerry Graham went well. Although we were asked to give 10% back and were unable to, Mr. Graham was pleased that we were able to give \$500 back. We could do this because of the “unzipping” of Killeen. Funding was also allocated a little different this time, including increasing our student worker's wages. The budget was successfully submitted to Mr. Graham with positive feedback.
- Angie read a letter from Abi Freeman. Because of increased work responsibilities in the OPEIR office regarding SACS, Abi resigned as Staff Council secretary and will also no longer be on Staff Council.

Unfinished Business:

- We will be getting an updated list of employees from Human Resources and will wait for the general election in May to fill all of the vacancies.

Vacancies to fill:

3 for EEOC #3 (Chad Davidson, Connie Murry, Linda Kent)

1 for EEOC #4 (Sheila Hawkins)

1 for EEOC #5 (Freeman-resigning May)

2009 Term expirations:

2 for EEOC # 3 (Hampton, Jacks)

1 for EEOC #5 (Pfau)

2 for EEOC #7 (Hooks, Scantling)

New Business:

- Sherri Boren made the motion that we accept the highlighted changes to the Article IV Composition of the Council, Section 5 in the by-laws. (see attached) Second was made by Melet Price. Motion carried unanimously.
- Nancy Easterling made the motion of adding Section 6 to the by-laws. (see attached) Second was made by Susan Gordon. Motion carried unanimously.
- Melet made the motion to amend Article 1. Election of Council Membership. (see attached) Sherri seconded the motion. After discussion, it was decided to table the motion for now and send it back to the committee to be further looked at for clearer wording. (Shelly Brown made a suggestion - see attached)
- The floor was opened for nominations for President-Elect for 2009-2010. Jennifer Barrera, Shelly Brown, and Lathes Towns were nominated. Melet Price moved to cease nominations. Leah Bartelt seconded. Motion carried. Jennifer Barrera was elected as President-Elect for the 2009-2010 year.

We were reminded the next meeting will be held on May 21st because of Staff Development day being on the 14th.

Adjournment: Sherri Boren moved to adjourn the meeting. Second was made by Jason Jacks. The meeting was adjourned at 11:15 a.m.

Staff Council Constitution recommendations from the Executive Committee:

ARTICLE IV. COMPOSITION OF THE COUNCIL

Section 5. Term of Office

Currently reads:

5. If elected to the office of **President of the Council**, a representative's term of office shall be extended beyond three years if needed to fulfill his/her duties as Past President.

Be amended to read:

5. If elected to the office of **President-Elect of the Council**, a representative's term of office shall be extended beyond three years if needed to fulfill his/her duties as President or Past President.

Add #6:

6. If the Past President is not able to serve his/her term, the Executive Board will appoint a replacement.

By-Laws recommendations from the Executive Committee:

Currently reads:

ARTICLE I. ELECTION OF COUNCIL MEMBERSHIP

Elected members of the Council shall be full-time staff employed during the 24 month period immediately preceding the election, below the level of vice president or equivalent. Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads) to serve as representatives.

Number of representatives for each category shall be rounded to the nearest whole number.

The Election Committee will be chaired by the Past President, with members at large nominated by the Past President and approved by the Council. The Election Committee will determine how many new representatives should be elected in each category for the following year and will check the membership term lengths before Council elections to ensure sufficiently even rotations each year. The committee will prepare ballots for each category, which will consist of a list of all staff members eligible to be a representative for that category. Voters may vote for as many representatives as there are open positions in their category.

Be amended to read:

Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads) to serve as representatives.

Number of representatives for each category shall be rounded to the nearest whole number.

If the EEOC total is under 10, the number will not be rounded up. If the EEOC total is 10 or more, the number will be rounded up to allow another member to the EEOC category.

Shelli Brown suggested

Be amended to read:

Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads). After subtracting the number of employees with an elected representative from the total number of employees in the represented category, the remaining number of employees will be reviewed to determine the need for additional representatives. If the represented category has a remaining number of employees less than 10, the elected representatives will represent the entire category. If the represented category has a remaining number of employees equal to or greater than 10, an additional representative will be elected.