Staff Council Minutes

Date and Location: August 18, 2011, Library, Multipurpose Room 10:00 am- 11:00 am


Substitutes: Rashelle Hansen for Kay Wiley, Doug Freeman for Nona Williamson

Members Absent: Karie Lewis, Johnny Robinson, Cheryl Works and Stephen Wilson

Visitors Present: Rashelle Hansen, and Doug Freeman

Staff Council President Alana Hefner called the meeting to order. The roll call was taken.

TREASURER’S REPORT- Angie Ballard reported the following balances as of 7/31/2011:

- Operating Expense Account 213500 balance: $ 5898.20.
- General Fund Account 233500 balance: $ 14,128.93.
- Scholarship Fund Account 24190 balance: $2480.56. Balance as of 6/30/11

A motion to approve Treasurer Report from June was made by Kenneth Groene and seconded by Rose Sullivan.

COMMITTEE REPORTS:

- **Employee Appreciation:** (Susan Gordon/Cory Shaw/Richard Dorman)
  - Waiting for the survey results before we proceed with the Anniversary card idea. Stan Swam will get us the employee list and anniversary dates when we finalize.

- **Public Relations:** (Daphne Hunt/Kari Lewis/ Nikki Jackson)
  - The PR committee has developed a standard email template for all staff council communications. We drafted and sent emails regarding the following:
    - Informing staff about the 18th Annual Arts and Crafts Showcase (and early registration for TSU Staff)
    - Announcing Staff Council Nominations
    - Distributing the 2011 Staff Survey Update

The staff council website has been updated and the committee is working to develop a newsletter template. Newsletter content will be developed once per
semester. The 2011 Staff Survey results have been analyzed and will be posted to the Staff Council website very soon.

- **Hospitality / Fundraising:** (Kay Wiley/ Tracy Holtman)
  - A big thanks for everyone who helped hand out programs at Graduation on Saturday.
    - We had 10 people volunteer. Both ceremonies were covered with staff council members at each door.
  - Tracy talked with Billie Jo Simmons on July 21 to start on the Staff Council Guide. By searching the web for examples of Staff Council literature from other universities, asking Staff Council members what question they have, and talking with the executive council we hope to gather the information for the Guide.
  - Designs for a sign for council members to post at their workplace will be sent to the PR committee. After working with them to finalize a design, we will then print, laminate, and disturb to the council.
  - We are planning on one Lunch Lecture per Semester. If anyone has a suggestion that would be a good topic please contact Tracy or Kay.
  - Susan had an email sent out by the PR Committee informing Tarleton Staff members about the Holiday Show Case and the cost involved with renting a spot.

- **Healthy Campus:** (Angie Ballard)
  - No update at this time

- **Staff Affairs:** (Alana Hefner)
  - Staff council survey was sent out regarding parking, and merit/baseline salary increase. Deadline is Wednesday, August 17th at 5:00 pm. Meeting with the President and Mr. Graham to discuss survey topics. President is scheduled to visit Staff Council general meeting in September and March.

- **Scholarships:** (Steven Bowman, Carol Murphy)
  - Reviewed applications and will start to give scholarships as soon as Kay is able to transfer funds.

- **Staff Development:** (Stan Swam, Richard Dorman)
  - Need volunteers to serve on this committee
  - Tracy Holtman and Rashelle Hansen sent thank you notes for the Staff Development Grants.

**UNFINISHED BUSINESS:**

- None
NEW BUSINESS:

- Most bottles have been distributed with the exception of a few.
- Tracy Holtman wanted to thank all the volunteers who worked at the Graduation Ceremonies the previous weekend. It was successful.
- Expectations of SC Members:
  - Attendance
  - Attachment to at least one committee or start your own committee
- Update on SC Shirts for 2011-2012--They are here!
- Stan proposes for SC to sponsor a food drive through the month of September for the September 11th tribute.
  - Stan will work with the PR committee to get the news out.
  - Each week of September, donations will go to different food banks in the area.
- The new Guidelines for the Staff Council Scholarship can be found on the Staff Council website under benefits. A handout was giving the SC members to look at. It can be found at: [http://www.tarleton.edu/staffcouncil/scholarships/StaffScholarshipGuidelines.pdf](http://www.tarleton.edu/staffcouncil/scholarships/StaffScholarshipGuidelines.pdf)
  - A motion to accept the changes was made for Susan Gordon and was seconded by Kenneth Groene.
  - Alana will get a copy of the guidelines to the PR committee to put up on the SC website.
  - Carol Murphy will email award letters to the recipients as soon as the funds have been transferred next week.
- Dr. Dottavio will be attend
  - The Executive Committee will be meeting with Dr. Dottavio and Jerry Graham for lunch on Monday the 22nd.
    - Survey results will be discussed
- Survey
  - A handout was given to all SC members for review.
  - Results will be given out campus wide, as is.
- The comment box on the SC website is being used some, but we need to get the word out that this is a great place for your opinion to be heard and addressed. It is anonymous if you so choose.
- A shadow box was presented to Stan Swam for appreciation of his service to Staff Council.

Adjournment – A motion to adjourn was made by Susan Gordon and seconded by Karen Hooks.