Staff Council Minutes

Date and Location: December 19, 2012, Math Multi-Purpose Room 125, 10:00 am-11:00 am

Members Present: Susan Branham, Marissa Burns, Joyce Daniels, Tonya Dobson, Richard Dorman, Susan Gordon, Kenneth Groene, Sandra Hale, Alana Hefner, Jason Jacks, Nikki Jackson, Herb Miller, Carol Murphy, Karole Schroeder, Cory Shaw, BJ Simmons, Kay Wiley.

Substitutes: Kayla Batterton for Faith Stiffler, Michelle Reid for Gary Stout, Cheryl Works and Nelda Moore also had substitutes attend the meeting.


Staff Council President Nikki Jackson called the meeting to order. The roll was taken.

Roll and minutes were taken this meeting by Kay Wiley.

TREASURER REPORT—Staff Council Treasurer, Kay Wiley, reported the following balances:
Operating Expense Account 213500 balance: $5,186.72 as of 11/30/2012
General Fund Account 233500 balance: $17,622.60 as of 11/30/12
Scholarship Fund Account 24190 balance: $14,496.35 as of 11/30/12

COMMITTEE REPORTS:
1. Scholarship Committee (Gary Stout)—Will be sending out an e-mail regarding Spring Scholarship applications after we have communicated with Shawndi Wilson regarding a few logistical items.
2. Staff Development (BJ Simmons, Kenneth Groene)—No update.
3. Employee Appreciation (Cory Shaw)—No update.
5. Staff Affairs (Nikki Jackson)—Literature review on outsourcing in Texas is in the final stages of review before submission to Mr. Minckler and Dr. Dottavio. The outsourcing survey should be ready to send out after the holiday break and the annual staff council survey has been closed and results compiled for review. Alana was trying to get the survey ready to e-mail, however, she was running into technical difficulties. We hope to have that ready very soon for staff distribution.
6. Healthy Campus (Ben Kunze)—No update.
7. Public Relations (Karole Schroeder)—No update.
UNFINISHED BUSINESS:
- **Update on shirt order**—remaining shirts were brought to the meeting and distributed.
- **Mini Retreat Update**—Jan. 7th, 2012 from 9:00am-1:00pm, Legacy Conference Room, lunch provided by Natty Flats Smokehouse. Plan to break into groups to work on Staff Council Member Handbook. We will compile information on the committee functions and steps needed to take to accomplish the activities. If you have electronic versions of the information email it to Shelby Blackman, st_sstone@tiaer.tarleton.edu, our student worker. She will compile what information she receives together for the retreat. We will need to make step by step instructions for future council members to follow.
- **Name badges**—The company we were planning to use for Staff Council name badges has gone out of business. We are planning to order from another company (Worldwide Specialty) at a much increased cost. The council agreed to go with the two colored badge, purple on top/white on bottom. The cost will be $10.00 each. Kay Wiley will email the order this week before the break.

NEW BUSINESS:
- **Sundar Sankar (regarding flat tuition policy)**—he was not present or able to attend the Staff Council meeting—Nikki Jackson will be getting back in touch with him to have him attend a future meeting.
- **Outsourcing survey**—The survey is moving ahead. The exec committee wants to make sure it is polished state before sending the survey out. It should be ready to send out after the break.
- **Staff Council Survey**—The results of the survey will be sent to the staff council today (12/19/12) and uploaded to the web site.
- **Elections** One election has been completed and Susan Branham is our new rep. We have one more election that will take place after the break.
- **December commencement**—a sign-up sheet was passed around and volunteers were requested to assist with the ceremony.
- **Faculty Senate President, Sandy Graham** Dr. Graham addressed the Council with updates on resent Faculty Senate activities. Compression adjustments were discussed. Dr Graham updated the council with the most recent facts obtained through meetings with Dr. Dottavio and Mr Tye Minckler. An open discussion amongst the staff council following and volunteers were placed on a list to form a fact finding committee in collaboration with faculty senate.

Mini retreat will be held on January 7, 2013 and the Next Meeting is February 27, 2013.

Door Prize—the winner was selected from the guest list and given a gift basket.

There was a motion and second to adjourn the meeting and the motion to adjourn the meeting was made with no objections.

Winner of the door prize is?? ...
Calvin Clary was the winner of this month’s door prize!!!