Staff Council Minutes

Date and Location: January 7, 2013, Legacy Hall Classroom, 9:00 am-1:00 pm (Mini Retreat)

Members Present: Susan Branham, Marissa Burns, Alyson Chapman, Joyce Daniels, Tonya Dobson, Richard Dorman, Susan Gordon, Kenneth Groene, Sandra Hale, Alana Hefner, Nikki Jackson, Ben Kunze, Herb Miller, Carol Murphy, Melet Price, Karole Schroeder, BJ Simmons, Faith Stiffler, Gary Stout, Kay Wiley and Cheryl Works.

Substitutes: No substitutes were present.

Members Absent: Steve Bowman, Lacie Harris, Karen Hooks, Jason Jacks, Nelda Moore, Matthew Parham, Cory Shaw, Daron Trussel.

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

TREASURER REPORT—Staff Council Treasurer, Kay Wiley, reported the following balances:
Operating Expense Account 213500 balance: $5,209.22 as of 12/31/2012
General Fund Account 233500 balance: $17,622.60 as of 12/31/2012
Scholarship Fund Account 24190 balance: $14,496.35 as of 12/31/2012

COMMITTEE REPORTS:

1. Scholarship Committee (Gary Stout)—Award letters will be going out. Will look at increasing amount given. Numbers will be in beginning of next week with a reminder to turn in applications. There will be the added expectation that they will volunteer at least an hour of their time. This expectation will also be included on the grant application.

2. Staff Development (BJ Simmons, Kenneth Groene)—3 grants are in the process of being approved just waiting on letters. These letters were sent out before break, just waiting on formality of letter to come through. There are up to 6 or 7 for this year already.

3. Employee Appreciation (Cory Shaw)—No update.

4. Hospitality and Fundraising—Showcase went extremely well. There were 62 vendors/tables.

5. Staff Affairs (Nikki Jackson)—There will be a meeting with Institutional Assessment today to get the survey sent out. Revisions are in the process of being made and will be sent to the list of contacts that we have gathered. The results from the Staff Council survey have been compiled and results of the survey will be put on website. Currently working on putting together a joint committee with Faculty Senate.

6. Healthy Campus (Ben Kunze)—No update.
7. **Public Relations (Karole Schroeder)—No update.**

**UNFINISHED BUSINESS:**
- **Name badges**—Kay Wiley has placed the order.

**NEW BUSINESS:**
- **Review of 2012-2013 Goals**
  1. **Strengthen Communication**—Currently working on developing a Faculty/Staff page on the website. Only other location is to access it through myGateway. The Staff Council survey has gone out. We utilized this to ask topics of interest. We will invite individual(s) to the February Staff Council meeting. Tye Minckler and Angie Brown regarding compensation were suggested. Also potential of inviting Dr. Weisenburg regarding Noell Levits in February. Nikki met with Dr. Sandy Graham (Faculty Senate President). We are in the process of developing a joint committee with common interest representing both councils. Regarding outsourcing—the President and admin have been transparent thus far with information. Look to having them attend a staff council meeting when further details have been given. There are also plans to bring in individuals to speak on the topic of construction.

  2. **Increase staff involvement**—there has been an increase in calls/interest, out there more than we were, wellness day was received well. How can we combat any negative perceptions out there? Increase communication with those that feel that they cannot approach or attend staff council (for specific reasons). With Environmental etc. Sometimes it is difficult to leave in the middle of a project or job to attend Staff Council. Survivor day has been beneficial. For those that had to come in during holidays-receiving time and a half rather than just straight compensation. Will work with exec team to address some of this. Staff Council will also look into getting the list of individuals that have worked over break at all in order to express appreciation from Staff Council. Staff Appreciation committee could possibly handle this. Gary Stout and Ben Kunze will take care of this for staff appreciation. Gift cards, event, etc. Timeline: get list, note to VP that can sent to department heads to compile list of individuals that worked over the holiday. This will help in increasing staff involvement-great way to reach out and say thank you. Thank you cards to each as well. Staff Council would also like to increase involvement through meeting with department heads requesting staff member attendance as well as current Staff Council members inviting a guest to attend meetings.

  3. **To provide professional development**—there is a Women Leadership presentation coming up, details will be gathered and provided at a later date. Staff Council would like to also set up sessions informing staff members regarding Outlook calendar and e-mail, and setting these up on smart phones. There are plans to host a professional development session before Spring Break. There is also the possibility of hosting a mini Staff Development/Wellness day. Another possible topic could include information about the iPad reimbursement program or a session on staff
development grants and scholarships and how an individual can go about applying for each of these.

4. Staff advocacy-this could include a book drive, and any other means of raising money for a program and developing a sub committee in regards to staff advocacy. Also possibly looking at a philanthropic activity for the committee in the future. Alana Hefner motioned that at this time Staff Council should consider focusing on the university and the upcoming needs at the university level and “in house” at this time and revisit the community piece at a later time. This motion was seconded by Karole Schroder and passed. Alyson Chapman also suggested teaming up with Roundup as part of the staff advocacy initiative.

5. Faculty Senate collaboration-this is currently taking place. Nikki Jackson has been meeting with Faculty Senate president Dr. Sandy Graham. A committee of both Staff Council and Faculty Senate members is also beginning to develop.

- **Break out Work Sessions**—Staff Council members then broke into committees to begin working on handbooks for each committee. This is to include committee charges, events, line out all needs, and details involved in the specific committees. These will then be sent to Nikki and compiled in order to pass on to new committee chairs and Staff Council members.
- **Other**—there will be no Staff Council meeting on January 23, 2013. The next meeting will be February 27, 2013.
- **Staff Council Reflections**—as a wrap up and to reiterate the value and importance of Staff Council Gary Stout read a reflection letter from a scholarship recipient. Nikki Jackson then showed a video with photos of the various activities that Staff Council has taken part in this year and expressed her appreciation to the group.

Staff Council members were then served lunch and the meeting was adjourned.