Staff Council Minutes

Date and Location: July 21, 2011, Library, Multipurpose Room 10:00 am- 11:00 am


Substitutes: Ben Kunze for Gary Stout

Members Absent: Stephen Wilson


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

Treasurer’s Report: Kay Wiley reported the following balances as of 6/30/2011:
- Operating Expense Account 213500 balance: $5,898.20.
- General Fund Account 233500 balance: $14,480.93.
- Scholarship Fund Account 24190 balance: $2,480.56.

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

A motion to approve Minutes from June was made by Tracy Holtman and seconded by Sabrina Baker.

Committee Reports:
- Employee Appreciation: (Susan Gordon/Cory Shaw/Richard Dorman)
  - will be meeting to find the employment anniversary dates to send recognition
- Public Relations: (Daphne Hunt/Kari Lewis/ Nikki Jackson)
  - website has been updated
  - creating templates to make communications more uniform
  - quarterly newsletter being put together, members of the committee welcome any input from Staff Council Members and Staff.
- Hospitality / Fundraising: (Kay Wiley/ Tracy Holtman)
  - signage for Staff Council Members to be displayed in their area will be made soon.
  - The intent is to help to make members more visible and accessible to Staff.
- Healthy Campus: (Angie Ballard)
• no report

➢ **Staff Affairs:** (Alana Hefner)
  ▪ a luncheon with the Executive Committee members with Dr. Dottavio and Jerry Graham is scheduled for August 22, 2011 to discuss concerns and issues from Staff.
  ▪ Dr. Dottavio will be addressing Staff Council once each long semester, September 2011 meeting and March 2012 meeting.

**UNFINISHED BUSINESS:**

- Name tags for new members were handed out. Also, bags were handed out to members that were not able to attend the retreat.
- Stan Swam and Richard Dorman graciously volunteered to Co-chair the Staff Development Committee.
  - Many Staff members have expressed interest in being on the committee to help plan Staff Development Day.

**NEW BUSINESS:**

- The lists of Staff (by building) that did not pick up their water bottles at the end of Staff Development Day was distributed. The bottles will be given out by Staff Council Members individually.
- The January meeting has been rescheduled to January 12, 2012 instead of the January 19th meeting. This will be a mini retreat at the Dairy Center from 10:00-1:00.
- Volunteers for passing out programs for the August Commencement ceremonies were taken.
- A proposal to make changes to the process/rules of the Staff Scholarships was made by Stan Swam. These changes include:
  - Increase the current scholarship amount from $600 to
    - $1080 for graduate degrees
    - $840 for undergraduate degrees
    - $720 for non-degree seekers
  - This increase in the award may affect the number of scholarships awarded by SC depending on the amount of funds available and the number of applicants. A ranking scheme that accounts for GPA, first time applicant, degree seeking, and percent of full time employment. The proposed ranking matrix would be used to prioritize how the scholarship money would be awarded.
  - Also, our current guideline for SC Scholarships states the selection committee should be the Past President as chair, President, and at least three (3) members from the Staff
Council as selected by the chair. The Director of Scholarships will serve as an ex-officio member. Proposed changes for the makeup of the committee:

- Past President – member of the committee (provides some continuity of efforts from at least two years of council experience)
- Chair – as selected by the current President
- Co-Chair – as selected by the current President
- Two additional members from either the Staff Council or from the Tarleton employee base (includes Staff and Faculty) as appointed by the committee chair
- Director of Scholarships or designee – ex-officio member

- Concerns of equitability of pay raises for staff vs faculty $75.00 to $8,000.00 respectively.
- Concerns of Staff Council following through with being more vocal about pay rate, benefits, parking etc...What are Staff Councils plans to achieve these goals.

### Strengthen Communication

- The Public Relations committee
  - updating the SC website
  - quarterly newsletters
  - uniform/recognizable communications for SC
- Follow up on 2010 Staff Survey

### Increase Staff Involvement

- promotion of University activities on campus
- Staff Development Day
- Guest Speakers
- Assisting Graduation
- door prizes
- Survivor Staff

### Provide Professional Development

- Staff Development Day
- Continue Grants and Scholarships
- Shift worker appreciation w/different times

### Staff Advocacy

- be more vocal
- rate of pay concerns
- benefits/health
- Staff role in the big picture
- campus parking
- SC Perception

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**Adjournment** – A motion to adjourn was made by Ben Kunze and seconded by Steve Bowman.