Staff Council Minutes

Date and Location: June 28, 2011, Southwest Dairy Center 8:00 am- 4:30 pm


Substitutes: none


Visitors Present: none

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

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 4/30/2011:
Operating Expense Account 213500 balance: $5940.82.
General Fund Account 233500 balance: $25149.96.
Scholarship Fund Account 24190 balance: $2048.56.

Minutes from May were approved as stated.

COMMITTEE REPORTS:

• None

UNFINISHED BUSINESS:

○ None

NEW BUSINESS:

8:00-8:15 Arrival, light breakfast
8:15-8:45 Direction for the day
8:45-9:00 Activity 1- ice breaker

• State your name, department and one thing everyone needs to know about you.
Choose which answer best describes your choice and explain why

9:00-10:00  Activity 2 and debriefing

- Medicine Wheel Activity
  - Everyone broke into their groups according to their perceptions of personality traits named on the wheel. Each group discussed questions about their own personality traits, and then the whole group came together and discussed how their "animal" relates to other types. The realization that we need to learn how to work with all "animal" types and the benefits of all personality types.

10:00-10:15  Break

10:15-11:15  Weave goals and discussion

- **Strengthen Communication**-
  - email--PR
  - website--PR
  - newsletter
  - staff input--Staff Affairs

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

- **Provide Professional Development**-
  - Staff Development Day
  - Customer Service
  - Continue Grants and Scholarships
  - Shift worker appreciation w/different times

- **Staff Advocacy**-
  - Staff Council needs to be more of a voice of the people.
    - be more vocal
    - rate of pay
    - benefits/health
    - role in big picture
    - campus parking
    - Staff Council Perception
11:15-12:00 Tour of SW Dairy Center

12:00-12:45 Lunch catered by Bull Nettle

12:45-1:00 Break

1:00-2:00 Staff Council Overview, officers, committee chairs, committee members

**Staff Council Officers**

- Treasurer- Kay Wiley
- Secretary- Angie Ballard
- President-Elect- Nikki Jackson
- President – Alana Hefner
- Parliamentarian- Stan Swam

**SC Committees and Chairs**

- **(Susan Gordon, Richard Dorman, and Cory Shaw co-chairs) Employee Appreciation**- The Employee Recognition Committee is charged with the implementation of programs and/or procedures which will recognize the accomplishments of the staff community.
  - ♦ Survivor Staff
  - ♦ Door Prizes
  - ♦ Promotes Tarleton activities
- **(Kari Lewis, Daphne Hunt, and Nikki Jackson co-chairs) Public Relations** committee is responsible for keeping the Staff Council Web Page information current and accurate. The committee is also responsible for producing a Staff Council brochure annually to be distributed at the beginning of each fiscal year. In addition the committee may be called on to assist other committees and officers with visibility and public relations publicity which could include flyers, announcements, newsletters, and other.
  - ♦ Strengthen Communications
  - ♦ email
  - ♦ website
- **(Tracy Holtman and Kay Wiley Co-Chairs) Hospitality and Fundraising** committee description was discussed to ensure the full scope of that committee was understood. The focus of the discussion was on inclusion of all events conducted by Staff Council, not just the ones listed in the
committee description. This committee’s description should be re-evaluated by its committee members to determine if it requires an update.

- BJ’s suggestion about booklet given to new Council members
- Lunch Speakers
- Assist in Graduation Ceremonies

- **(Angie Ballard) Healthy Campus representative**- The representative will provide a voice for Staff Council for the campus wide Healthy Campus initiative.

- **(Alana Hefner) Staff Affairs**- Staff Affairs is responsible for reviewing the University committee structure and staff assignments, making recommendations on staff representation. The Committee also has the responsibility of polling the Tarleton staff on issues of critical interest or importance and reporting the results to the Staff Council for action or recommendation. This committee hosts COFFEE WITH THE COUNCIL, a forum providing you an opportunity to discuss issues of concern to you and the Tarleton family.

- Alana will find out who has not received their bottles and in what area. She will find people in each area to distribute to individuals.
- Staff input.
- Staff advocacy

- **(Steven Bowman and Carol Murphy) Scholarships** committee currently does not have a description. The Scholarship committee will develop a description and present it to Staff Council for approval.

- Continue with grants and scholarships
- Scholarship committee will also help with Staff Development Day

- **(Vacant) Staff Development**- Addresses staff development issues such as career and professional development, skill set development and technical training for all staff employees in support of the University’s mission and goals. This committee works closely with the Department of Human Resources in developing and enhancing staff development programs. In addition to the coordination, promotion, and delivery of staff training, this committee reviews and approves requests for individual development grants. This committee also partners with other committees to accomplish common goals.

- Staff Development Day
- Customer Service

2:00-3:00 Activity 3
3:00-3:15       Break- snacks provided

3:15-3:30       Activity 4

3:30-4:30       Wrap-up

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Adjournment –