Staff Council Minutes

Date and Location: June 4, 2012, Legends Country Club, 8:00am-3:00pm


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

TREASURER’S REPORT- Kay Wiley reported the following balances:
Operating Expense Account 213500 balance: $ 5,738.38 as of 06/01/12.
General Fund Account 233500 balance: $ 14,752.22 as of 06/01/12.
Scholarship Fund Account 24190 balance: $ 8,223.56 as of 06/01/12.
Minutes were approved as stands.

COMMITTEE REPORTS:

1. Employee Appreciation (Susan Gordon, Richard Dorman, Cory Shaw)- Library display discussion.

2. Public Relations- (Kari Lewis, Daphne Hunt, and Nikki Jackson) – website is up to date with all Staff Development/Wellness Day comments.

3. Hospitality and Fundraising- (Tracey Holtman, Kay Wiley)- sympathy cards continue to be sent, working on new SC member handbook.

4. Healthy Campus- (Angela Ballard)- No update

5. Staff Affairs- (Alana Hefner) –
   • Elections were sent out on May 9th. Run off with EEO 6 again, and waiting to hear back from EEO5 candidate to accept their place.
   • Constitution passed a popular election with 94% in favor of the changes.

6. Scholarships- (Steven Bowman, Carol Murphy) – No update

7. Staff Development- (BJ Simmons) – Staff Wellness Day feedback is on the website, it went well by most account.

UNFINISHED BUSINESS:
NEW BUSINESS:

Team building exercise - name game and putting game.

2012-2013 Goals -

1) Strengthen Communication
   a. Look into a quick link to SC from the Faculty/Staff website on homepage.
   b. Ideas for survey
      i. Construction projects/timelines on buildings and roads, etc
      ii. Street closures
      iii. Ascertain the training needs of the staff
      iv. Put teasers in the agenda/minutes announcement emails to stir interest (highlights, etc). Use “Did you know” facts about SC and website.
      v. Possibly continue the newsletter since the template is already set, only need to replace the content. This is very helpful for employees who rarely have the opportunity to use a computer and check email.

2) Increase Staff Involvement
   a. Continue door prizes at the meetings
   b. Planning Staff Development/Wellness day in the future needs to start in the fall to reach a wider target base for increased participation with teasers, etc.
   c. Coordinate with various departments to better choose a date for SD day.

3) Provide Professional Development
   a. Advertise to general masses that SC is looking for assistance with various events (Survivor Staff Day, Holiday Showcase, etc) instead of just “Staff Council committees) before the university sends out their annual “committee interest” survey.
   b. Offer MS Word, Excel, etc trainings for staff who rarely use a computer (construction, environmental, etc)
   c. Create workshops on how to complete the SD grant process and paperwork.
   d. Piggy back with other entities that hold professional development trainings and advertise.
   e. Coordinate with our VP to encourage other VP’s to emphasize the importance of attending staff council events.
   f. Discussed separating Staff Development Day from Staff Wellness Day
   g. Provide Sabrina Baker with Staff Development Grant information to disseminate at Administrative Boot Camp this summer.
4) Staff Advocacy
   a. Stickers on employer windows - not a viable option as various employers only provide a discount once a week.
   b. Student Worker or Work Study student for Staff Council will be used, possibly from new president’s office or another SC member. Possibly meet with a few past SC presidents to determine what a student worker could do.
   c. Philanthropy
      i. Possibly have a book drive for a smaller school district (Three-Way, etc)
      ii. Raising money for CDC, Upward Bound, etc - A sub committee was formed (BJ, Nikki, Alan and Gary) to further investigate these and other entities needs on campus. Ideas surfaced: rodeo and dance, skeet shoot, golf tourney, raffle a rifle, etc
      iii. Faculty Senate collaboration - Nikki will start by inviting Sandy Graham to our meeting to discuss Faculty Senates charge and activities, etc.

Committees and Cabinet 2012-2013

Committees

1. Staff Development- BJ chair- Kenneth co-chair, Kay and Daphne to assist
2. Staff Appreciation- Cory chair- BJ, Ben, and Faith to assist
3. Hospitality and Fundraising- Chair- VACANT- have some interest- members- Nikki and Daphne
4. Healthy Campus Representative- Ben
5. Scholarships- Gary chair- With assistance from Ben, Faith, Nikki and Richard

Cabinet

1. Treasurer- Kay Wiley
2. Secretary- Faith Stiffler
3. President Elect- Gary Stout

By-Laws Discussion and Voting

1) No discussion over the By-laws. Jason Jacks motioned to accept the revised By-laws. Alana Hefner seconded. Unanimous vote to approve the new By-Laws.

Team building exercise - Helium stick
Staff Council Member of the Year award: BJ Simmons was awarded the trophy. It is a traveling award and will be presented to another active member in 2013.

A motion was made to adjourn. No opposition.