Staff Council Minutes

Date and Location: March 26, 2014, Thompson Student Center 219, 10:00am-11:00am


Substitutes: No substitutes were present.

Absent: Lori Beaty, Marissa Burns, Alyson Chapman, Susan Gordon, Becky Gray, Jason Jacks, Nikki Jackson, Nelda Moore, and Sarah Simpson.

Staff Council President Elaine Chew called the meeting to order at 10:05am. The roll was taken.

TREASURER REPORT—Staff Council Treasurer, Kay Wiley, reported the following balances:
- Operating Expense Account 213500 balance: $5,700.33 as of 2/28/2014
- General Fund Account 233500 balance: $18,070.02 as of 2/28/2014
- Scholarship Fund Account 24190 balance: $7,018.36 as of 2/28/2014

COMMITTEE REPORTS:
1. Scholarship Committee (Faith Stiffler) — No update.
2. Staff Development (BJ Simmons) — Update on Staff Development day: massages and pedicures will be available. E-mail any other ideas for Staff Development day to BJ Simmons.
3. Employee Appreciation (Elaine Chew) — Photo holders have arrived and are ready to be delivered. List of staff members will be delivered and the following individuals volunteered to deliver picture frames at the following areas: Faith Stiffler—Tarleton Center, Susan Branham—Thompson Student Center, Elaine Chew—Hydrology and Business. If anyone else is able to help deliver the photo frames to staff members please contact Elaine Chew.
4. Hospitality and Fundraising (Ben Kunze) — Please inform Ben if you are aware of any situations in which sympathy cards need to be sent.
5. Staff Affairs (Elaine Chew) — No update.
6. Healthy Campus (Kay Wiley) — No updates.
7. Public Relations (Lacie Harris) — Lacie Harris will also be placing all updated staff benefits on the website. The trifold brochure for staff council that is being developed is currently in the process of approval. Kurt Mogonye suggested taking new pictures and the plan is to wear Staff Council shirts to next meeting and take picture.
UNFINISHED BUSINESS:

- **Staff Council Shirts**—BJ Simmons brought the shirts to the meeting and they were given to Staff Council members that ordered them. For anyone that did not receive a shirt or were unable to pick it up at the meeting please contact BJ Simmons.

- **Staff Council Handbooks**—please send any and all information regarding the committee and executive member handbooks to Elaine Chew.

NEW BUSINESS:

- **Commencement Volunteers**—we are in need of commencement volunteers for May ceremonies. If you are able to help let Elaine Chew know right away. Please go back to your departments and ask if there is anyone able to volunteer. Elaine will also be contacting any scholarship and grant recipients to see if they are available to help.

- **Available Staff Council positions**—There will be an opening for Treasurer. Francis Blair was nominated and accepted. If there are any other nominations let Elaine Chew know.
  We will finalize the Treasurer position next Staff Council Meeting. There are also a couple general Staff Council member positions available. Please go back to your department and see if there is any interest in these openings.

Door Prize—No guests were present at this meeting. Door Prize drawing will be moved to next Staff Council meeting.

There was a motion and second to adjourn the meeting and the motion to adjourn the meeting was made with no objections. The meeting was adjourned at 10:37am.