Staff Council Minutes

Date and Location: November 17, 2011, Library, Multipurpose Room 10:00 am- 11:00 am


Substitutes: Marilyn Meador for Cory Shaw and Stephen Wilson, and Sharon Battenfield for Stan Swam.


Visitors Present: Sharon Battenfield, Marilyn Meador, and Caris Thetford.

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 10/31/2011:
Operating Expense Account 213500 balance: $5,945.18.
General Fund Account 233500 balance: $19513.57.
Scholarship Fund Account 24190 balance: $13573.56.
Minutes were approved as stands.

COMMITTEE REPORTS:

1. Employee Appreciation (Susan Gordon, Richard Dorman, Cory Shaw) - Still planning on an employee picnic in the spring.

2. Public Relations-(Kari Lewis, Daphne Hunt, Nikki Jackson) – The empire tribune has been contacted to do a piece about the holiday showcase. We are also working with the Tarleton Radio station to try and develop an advertisement for the holiday showcase. The Staff Council newsletter is well on its way to completion and we hope to have it ready for distribution by Monday of next week (November 21st). Comments and Kudos have been placed on the Staff Council website and all updates (including meeting summaries) have been posted as well.

3. Hospitality and Fundraising-(Tracey Holtman, Kay Wiley) - Susan Gordon-Holiday Showcase-all tables sold. Notifications going out to vendors about their spaces. Need to email out volunteer list to staff. Public Relations needs to start advertising event.
4. **Healthy Campus - (Angela Ballard)** - The Worksite Wellness Committee met on Wednesday, the 16th. Rusty Jergins is our VP. We discussed the use of our designated funds from SC and Faculty Senate. Among the possibilities is reimbursing partial fees for Weight Watchers or membership for the Rec Center after meeting certain criteria (to be determined). Tracy Holtman was there at the meeting to go over the website design and information.

5. **Staff Affairs - (Alana Hefner)** – The birthday leave benefit is in its final stages of approval.

6. **Scholarships - (Steven Bowman, Carol Murphy)** – The Scholarship Comm. Sent out an email to all Tarleton State University Staff to inform them that the deadline for the spring 2012 Semester scholarship applications is December 15, 2011.

7. **Staff Development - (BJ Simmons)** – Meeting on Friday the 18th.

**UNFINISHED BUSINESS:**

- None

**NEW BUSINESS:**

**Holiday Showcase—**

- All the tables have been sold out.
- The day of the showcase we need volunteers.
- The Social Media conference is going on at the same time, and hopefully we can get some business from that as well.
- Parking availability discussion.

**Graduation—**

- There will be three ceremonies for the December 17th Graduation at 10:30, 1:00, and 4:00.
- Need volunteers.

**Representation for the Southwest Metroplex—**

- Need to investigate the interest from employees from the satellite campuses.
• Possible hindrances: meeting attendance, longevity criteria for SC membership, being available to be on committees.

**SC Representation for Hybrid Staff/Faculty**—

• Employees must be at least 50% Staff to receive benefits.
• Need to investigate and to see if there is an interest.

**Partnership with Faculty Senate**—

• Marilyn Duran and Alana Hefner met to discuss the possibility of working together on a service project, such as Habitat for Humanity.
• Maybe planning an event like the “Chuck wagon”, where Staff and Faculty can get together and mingle.

**Distinguished Service Awards**—

• There will be a survey coming out soon to determine if these awards are relevant or if we need to change the types of prizes handed out. Please give your opinion.

A motion to adjourn was made with no objections.