Staff Council Minutes

Date and Location: November 28, 2012, Math Multi-Purpose Room 125, 10:00 am-11:00 am


Substitutes: Kurt Mogonye for Alyson Chapman


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

TREASURER REPORT—Staff Council Treasurer, Kay Wiley, reported the following balances:

- Operating Expense Account 213500 balance: $5,901.72 as of 10/31/2012
- General Fund Account 233500 balance: $15,481.50 as of 10/31/12
- Scholarship Fund Account 24190 balance: $14,718.50 as of 10/31/12

COMMITTEE REPORTS:

1. Scholarship Committee (Gary Stout)—1 outstanding scholarship to be awarded, no other update.
2. Staff Development (BJ Simmons, Kenneth Groene)—No update.
3. Employee Appreciation (Cory Shaw)—Initial stages of planning are in progress for the employee meal. Also looking at the possibility of giving away Rangers tickets or Six Flags tickets.
4. Hospitality and Fundraising—No chair at this time. Let Nikki Jackson know if you are interested in serving as chair or have creative ideas for this committee. Holiday Showcase would also fall to this committee.
5. Staff Affairs (Nikki Jackson)—an e-mail from Tye Minckler was sent out regarding changes in purchasing card and processing. An e-mail from a staff member regarding pay schedule was received—Nikki has a meeting set up with Tye Minckler to discuss and clarify this matter. Alana will begin elections for the vacant Staff Council positions that are available.
6. Healthy Campus (Ben Kunze)—No update.
7. Public Relations (Karole Schroeder)—No update.
UNFINISHED BUSINESS:

- **Update on shirt order**—remaining shirts were brought to the meeting and distributed.
- **Mini Retreat Update**—the mini retreat will be held on January 7th from 9:00am to 1:00pm and will serve as a means to reconnect, refresh, and establish goals as a group. Lunch will be served and has been ordered.
- **Update on Staff Council’s response to outsourcing**—Nikki Jackson confirmed that everyone received her e-mail regarding outsourcing. She then discussed that she met with President Dottavio and Tye Minckler. The meeting was positive and productive and Nikki will be setting up regular meetings with Tye Minckler to be further updated on the topic of outsourcing.
  - Outsourcing was not an initiative from the President’s office.
  - Nikki wanted to share that there were staff concerns regarding outsourcing and that a large response from the Staff Council survey wanted to have a speaker come discuss the topic of outsourcing.
  - Nikki also confirmed to Staff Council that several e-mails were sent from the President’s office regarding outsourcing and encouraged members to read these as well as visit the website on the Human Resources page on the topic of outsourcing.
  - There is also the possibility that a survey will be going out to other Universities that have, or are currently, outsourcing in order to gain a general understanding and further information surrounding the process.
  - Nikki will be sending the President a literature review prior to sending the survey to other universities. This survey will address the benefits, challenges, and cost benefits of outsourcing. Several articles have been gathered thus far, only one pertaining to a university in the A&M system (Texas A&M, College Station).
  - Nikki then clarified that Staff Council does not have the power to stop or change the outcome of outsourcing within Tarleton, but will serve as a liaison to Tarleton staff members.

NEW BUSINESS:

- **Sundar Sankar (regarding flat tuition policy)**—he was not present or able to attend the Staff Council meeting—Nikki Jackson will be getting back in touch with him to have him attend a future meeting.
- **December commencement**—a sign-up sheet was passed around and volunteers were requested to assist with the ceremony.
- **Holiday Showcase**—a sign-up sheet was passed around and volunteers were requested to assist with working this event.
- **Two-year term discussion**—Staff Council is currently looking at a Staff Council member’s term lasting for two years rather than three years and the benefits or drawbacks that may be associated. The following discussion and points were covered:
When a member remains for three years this can bring a sense of continuity and there is benefit in having a returning council member that is knowledgeable of specific procedures and information.

If the three-year term remains, there was discussion that on the third year of a member’s term they should not be required or obligated to chair a committee, but just serve as an active member.

Establishment of co-chairs for each committee—this could relieve some pressure from the committee chair and would increase level of assistance.

Establishing an organized manual for each executive member and each Staff Council initiative, event or responsibility could also assist in formalizing requirements and expectations.

There was then discussion of the following aspects that could be utilized to increase participation, support, and continuity of Staff Council—as well as be utilized to formalize the organization and culture of Staff Council.

- Look to bring in additional volunteers that are not already members of Staff Council.
- Send publicity and e-mails out to all staff members requesting volunteers when needed.
- Request that applicants and scholarship recipients volunteer for at least one Staff Council initiative.
- Further publicize how to become involved in Staff Council and further utilize the Public Relations committee.
- Make staff members aware of the scholarships and grants that are available to them through Staff Council.
- Have department heads and supervisors send a staff member to Staff Council meetings representing their department to report back to their specific department on what was covered in Staff Council meetings.
- Possibly implement a newsletter that would go out to all staff members with all pertinent Staff Council information.
- Utilize various student organizations as volunteers when needed to further connect with the student population.

Next Meeting is December 19, 2012

Door Prize—the winner was selected from the guest list and given a gift basket.

At 11:04 a.m. Kay Wiley made a motion to adjourn the meeting and Alana Hefner seconded the motion and the motion to adjourn the meeting was made with no objections.

Winner of the door prize is?? ...
Michelle Reid was the winner of this month’s door prize!!!