Staff Council Minutes

**Date and Location:** October 20, 2011, Library, Multipurpose Room 10:00 am- 11:00 am

**Members Present:** Angela Ballard, Steve Bowman, Joyce Daniels, Richard Dorman, Susan Gordon, Alana Hefner, Tracy Holtman, Karen Hooks, Daphne Hunt, Kari Lewis, Carol Murphy, Johnny Robinson, Tom Robinson, Cory Shaw, Billie Jo Simmons, Rose Sullivan, Stan Swam, Kay Wiley, Nona Williamson, and Cheryl Works.

**Substitutes:** Terri Jones for Nelda Moore, Ben Kunze for Gary Stout, and Marilyn Meador for Stephen Wilson.

**Members Absent:** Sabrina Baker, Tonya Dobson, Kenneth Groene, and Nikki Jackson

**Visitors Present:** Amy McCay, Terri Jones, Sara Simpson, and Vickie Swam.

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 9/30/2011:
- Operating Expense Account 213500 balance: $5,945.18.
- General Fund Account 233500 balance: $17,637.01.
- Scholarship Fund Account 24190 balance: $16,823.56.

Minutes were approved as stands.

**COMMITTEE REPORTS:**

1. **Employee Appreciation (Susan Gordon, Richard Dorman, Cory Shaw)** - Would like to do a hot dog or hamburger lunch for staff.
2. **Public Relations (Kari Lewis, Daphne Hunt, Nikki Jackson) –** The newsletter will be going out soon. The committee will be meeting on Friday the 22nd. PR is looking for stories from staff, praises would be awesome.
3. **Hospitality and Fundraising (Tracey Holtman, Kay Wiley)** - We are currently working on the small booklet for new Staff Council members. The display signs for the current representatives are out. The Holiday Showcase is moving ahead nicely, will be held December 2.
4. **Healthy Campus (Angela Ballard)** - The Health Campus Committee met on September 29th. This committee has no funds to start with. Amy McCay was very excited to learn that SC has funds set aside to help with this initiative. She is not exactly sure which direction at this time to take. Some of the possible actions are below.

Possible Actions:

- The committee is looking to start a campus wide Weight Watchers Group
- Partner with the SGA for a smoke-free campus
• Shana will take her wheel around the inside of buildings on campus and put up signs, so that Faculty, Staff and Students can know the mileage to get a workout inside.
• Using Social Media to help with weekly healthy tips
• Make the website more congruent. The NOW portion needs to be updated regularly with new information

The next meeting will be on October the 26th.

5. **Staff Affairs- (Alana Hefner)** – Dr. Dottavio announced at the last SC meeting that the birthday leave has been approved. There have been many discussions around water coolers, restrooms, parking lots, and some social media websites over citations issued September 13th and beyond for employees. As a result, staff members requested that Staff Council seek answers to questions regarding:
   a) Citation grace period
   b) Payroll deduction for parking tags
   c) Payment plan for parking tags.

Staff Council is excited to announce that through collaborative efforts between Mr. Jerry Graham, Vice President for Finance and Administration, Chief Justin Williams, University Police Department and Parking Office, and Ms. Alana Hefner, Staff Council President, employees will have a new option available to them when purchasing their 2012-2013 parking tag.

6. **Scholarships- (Steven Bowman, Carol Murphy)** – No report from last month, no Spring date not set yet.

7. **Staff Development- (Stanley Swam, Richard Dorman)** – The reminder of available grants for staff went out today. The Staff Development Committee needs a new co-chair. Stan is unable to put the time in he feels is needed and would like to step down. -BJ Simmons volunteered to take over for Stan. SC members also volunteered to help with Staff Development Day. They are: Kay Wiley, Carol Murphy, Cory Shaw, Nona Williamson, Karen Hooks, Daphne Hunt, Joyce Daniels, Cheryl Works, Alana Hefner, Cindy Adams, Richard Dorman, Amy McCay, and Angie Ballard.

**UNFINISHED BUSINESS:**

♦ None

**NEW BUSINESS:**

**SC Website**-The comments from the Comment Box are going to be funneled to the pertinent committee chairs, as they will be able to send an appropriate response.

**Speaking freely in meetings**-
Any suggestions from SC members to make staff feel more comfortable to speak freely?

- Maybe putting on the agenda it's an open meeting?--Questions could be asked  
- Staff fears possible retaliation

Amy McCay- Amy is the chair of the newly formed Worksite Wellness Committee. She needs input from staff to help shape the objectives for the year. Amy has asked for staff to please email her 3 ideas that they would find helpful for Tarleton to become more healthy.

Some suggestions already made have been:

- The committee is looking to start a campus wide Weight Watchers Group  
- Partner with the SGA for a smoke-free campus  
- Shanna will take her wheel around the inside of buildings on campus and put up signs, so that Faculty, Staff and Students can know the mileage to get a workout inside.  
- Using Social Media to help with weekly healthy tips  
- Make the website more congruent. The NOW portion needs to be updated regularly with new information