Staff Council Minutes

Date and Location: October 23, 2013, Thompson Student Center 219, 10:00am-11:00am


Substitutes: Ashley Starnes for Lori Beaty and Chili Alexander for Clell Murray

Absent: Alyson Chapman, Caleb Chapman, Nikki Jackson, Leslie Newcomb, and Matthew Parham.

Staff Council President Elaine Chew called the meeting to order at 10:03am. The roll was taken.

TREASURER REPORT—Staff Council Treasurer, Kay Wiley, reported the following balances:
Operating Expense Account 213500 balance: $6,239.42 as of 9/31/2013
General Fund Account 233500 balance: $6,033.82 as of 9/31/2013
Scholarship Fund Account 24190 balance: $17,996.36 as of 9/31/2013

COMMITTEE REPORTS:
1. Scholarship Committee (Faith Stiffler)—about 23 recipients were sent forward to vote on receiving a scholarship amount. Request for funding has been sent forward.
2. Staff Development (BJ Simmons)—2 grants have been awarded and there will be more funding to come.
3. Employee Appreciation (Elaine Chew)—send any ideas or thoughts on events or ideas to Elaine Chew.
4. Hospitality and Fundraising (Ben Kunze)—Holiday Showcase will take place December 6, 2013 from 9:00am to 6:00pm. There will be a sign up for volunteers coming at the November Staff Council meeting. The funding that is raised from Holiday Showcase will go to Survivor Day.
5. Staff Affairs (Elaine Chew)—No update.
6. Healthy Campus (Kay Wiley)—No update.
7. Public Relations (Lacie Harris)—the Staff Council website is currently being worked on. Send any Tarleton discount information to Lacie to post. The form is online to sign up for Holiday Showcase. There will also be an e-mail coming regarding Holiday Showcase. Lacie also made signs identifying Staff Council members that they can place in their office so that individuals know where to contact a Staff Council member. She has sent these through the on campus mail.
UNFINISHED BUSINESS:

None

NEW BUSINESS:

- **Vicki Swam (Office of University Compliance website)**—Vickie Swam, Director of University Compliance, gave a run through of the department website and services that the Office of University Compliance provides:
  - All system universities develop a compliance officer, ethics and compliance committee, Campus Ethics and Compliance Committee, and a means of assessing risk from a global perspective.
  - Compliance and Enterprise Risk Management Review is anything needed to ensure it complies with law. It is then sent for approval by president and system.
  - Some services provided: feedback to system, coordinate regulatory reporting, process all open records reports.
  - The Office of University Compliance also oversees the records management program and training and appointment of the Records Coordinator. The office is also responsible for the audit tracking and coordination and helps departments prepare internal reviews and compliance reviews as needed.
  - Webpage:
    - The home page-mostly about reporting concerns or violations. The front page shows several ways you can do this through a department head or subject matter expert. There is also a means of reporting through the system fraud hotline.
    - Compliance Help and Reporting link-brings you to the forms and addresses question for reporting confidentially concerns. This goes to an outside server that then sends it to Vickie.
  - Code regarding investigations-individual can be kept confidential.
  - She also gave an overview of various issues they are required to address.
  - Compliance Risk Matrix plan Membership on the committee Reports and Resources, Compliance calendar-reminding individuals to look at things in advance.
  - Higher Ed is highly regulated, there are over 400 reports.
  - The Office of University Compliance calls people directly for subject matter experts Clery references provide info, in touch with expert, report anonymously.
  - Common issues addressed: FERPA, Export Control (research office), traveling outside of the country, purchasing from international vendor, hiring international faculty, research is done internationally, equipment used.
  - Share information regarding the Office of Compliance with your department.

- **Shirts and Name Badges**—BJ Simmons will be getting sample shirts and organizing orders for each staff council member. There will be several options to choose from (fleece, jacket, polo, button down shirts). We will also be placing an order for each staff council member to receive a name badge.
• **Staff Council Member of the Year**—this is an honor voted on by the executive committee. It represents the individual that has contributed a significant amount of time and commitment to Staff Council. This year’s recipient is Ben Kunze and was presented to him by Alana Hefner. He has been a very faithful member, stepping in wherever there may be a need.

• **Recognition of Susan Gordon**—Staff Council member Susan Gordon was recognized and given a gift for her contributions to Staff Council. She has faithfully served Staff Council in organizing, hosting, and running the Holiday Showcase for numerous years.

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

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 10:53am.

Winner of the door prize!!!!

**Vickie Swam was the winner of this month’s door prize!!!**

![Image of Vickie Swam holding a gift basket]