Tarleton Staff Council

2000-2001 Meeting Minutes

Staff Council Meeting Minutes
March 1, 2001
Student Development Center, Room 219

I. Call to Order

II. Roll Call. All were present except Nancy Easterling and Carolyn Smith, who sent substitutes, and Leah Schultz and Sharlene Shigley.

III. Minutes of the February meeting were approved as written.

IV. President's Report. Andi Trinque provided information on current and upcoming construction projects at TSU's Stephenville campus. She also asked that all budget requests for the upcoming fiscal year be submitted by March 12th.

V. Treasurer's Report. The Staff Programming and Development account has a balance of $10,165.08 and the Staff Council Operations account has a balance of $4264.50.

VI. Committee Reports
   a. Campus Representation - The committee has finalized the questionnaire to be given at Coffee with Council sessions, as well as the schedule. The group has also compiled responses to last year's comments and has reproduced the Staff Council brochure to distribute. All Staff Council members are encouraged to attend.
   b. Employee Recognition - The Employee of the Month for February was Jimmy Harmon of Physical Facilities - Maintenance. The Committee has been discussing the criteria for an Employee of the Year Award for Tarleton System Center - Central Texas, including a time frame for distributing nomination information and procedures for review and selection. They are working with the System Center's committee and hope to have a proposal for the April meeting.
   c. Tarleton - Central Texas - Sixteen members from the Killeen campus will be attending Staff Development Day in Stephenville. The Killeen campus will sponsor a Stress Management Workshop in April.

VII. Old Business -
   a. Our proposal concerning changes in salary letters have been referred to Sandra Cox and Angie Brown for incorporation. Our proposals concerning the computer stations and
reduced parking fees for night employees are still being reviewed.

b. Staff Council purchases for the Killeen campus will be made on Cheryl Smith's card.

VIII. New Business -

a. Dr. Burt Little, who was scheduled to speak to Staff Council about the USDA Research Project on TSU's Stephenville campus, was unable to attend the meeting. He sent an information article about the project, which was distributed to the representatives, and hopes to attend a future meeting.

b. The following change in the by-laws is being proposed, due to last year's Constitutional change which changed the office of President-Elect to that of Vice President:

"A special general membership meeting shall be called prior to the Staff Council annual retreat after the general elections each year to elect the new Executive Officers of Staff Council."

Staff Council will vote on the proposed change in by-laws in the April meeting.

b. The date for the June Retreat needs to be changed to avoid conflicts with Orientation week, June 7th - 12th.

IX. Announcements -

a. The April Staff Council meeting will be in Killeen.

b. The ground breaking for the new Science Building will be April 27th.

c. Upcoming events include the Kumba Dance Troupe, Boomers evening of music and dance, the Big Event and GRIP conference.

d. Mary Ann Westbrook will be retiring May 31st.

X. Adjournment
STAFF COUNCIL MEETING MINUTES
FEBRUARY 1, 2001
STUDENT DEVELOPMENT CENTER, ROOM 219

I. Call to Order

II. Roll Call. All were present except Rhonda Holman and Cynthia Carter, who sent substitutes, and Julie Olufson-Godfrey.

III. Presentation by Angie Brown regarding System regulations concerning sick leave, emergency leave and the sick pool. Details of Ms. Brown’s presentation will be available on the Staff Council website.

IV. Minutes of the January 2001 meeting were approved as written.

V. President’s Report. Andi Trinque and Mr. Graham discussed purchasing procedures for Staff Council expenditures on the Killeen campus. At this time, there is no formal response from the Administration regarding Staff Council’s three recommendations.

VI. Treasurer’s Report. The Staff Programming and Development account has a balance of $11,360.05 and the Staff Council Operations account has a balance of $4,353.35.

VII. Committee Reports

a. Employee Recognition – Tom Robinson, who works in Physical Facilities, was chosen as the January Employee of the Month. Criteria for Employee of the Month/Year at the Tarleton – Central Texas are being discussed. Recommendations will be voted on by Staff Council.
b. Special Events – Work is progressing on Take Your Child to Work Day. The subcommittee still needs a new chair.
c. Staff Development – The theme for Staff Development Day will be “Tarleton Goes Tropical.” Workshops and presentations are being planned, including one on the new planetarium. Staff Development will be held March 12th.

VIII. Old Business – Mr. Graham hopes to respond by March to the three Staff Council recommendations. There are some budgetary considerations associated with the recommendations, which need to be worked out. Purchasing procedures for TCT continue to be explored.

IX. New Business –

a. A Toastmasters organization is being formed in Stephenville to promote public speaking. For information, contact Tracy Thomas at 965-1508 or Nancy Pittman at 965-1532. Meetings will be held during the lunch hour.
b. Let Andi know whether you will be able to travel on June 7th for the annual Staff Council retreat, so that she can make travel arrangements.
c. Budget requests should be in by March for the various committees.

X. Adjournment
STAFF COUNCIL MEETING MINUTES
JANUARY 11, 2001
STUDENT DEVELOPMENT CENTER, ROOM 219

I. Call to Order
II. Roll Call. All were present except Sabra Vickery, who sent a substitute, and Susan Davis, Julie Godfrey, Leah Schultz, Carolyn Smith, and Shawndi Wilson.
III. Minutes of the December meeting were approved as written.
IV. President’s Report.

Rhonda Holman was welcomed as a new Staff Council member. Rhonda was elected to replace Deanna Bond, who resigned from the University. She will be on the Special Events Committee. Academic Affairs and OPEIR sent Staff Council a Thank You note for the good work done by the Special Events Committee on the Festival of Trees.
Sarah Griffith wrote a Thank You note to Staff Council for the grant she received from the Compensation and Benefits Committee.
Staff Council Representative Julie Godfrey has just been placed on medical leave.
Money for inflatables for the Faculty/Staff picnic is in the budget. However, due to difficulties in setting up and tearing down the heavy equipment last year, a resolution was unanimously passed that Staff Council recommend that procedures be in place so that Staff Council members are not expected to move the equipment. Donna Strohmeyer noted that companies are available that do all of the work involved with inflatables.

V. Presentation by David Sweeney, President of Tarleton’s Student Government, explaining the purpose and activities of the Student Government.
VI. Treasurer’s Report. The Staff Programming and Development account has a balance of $14,439.10 and the Staff Council Operations account has a balance of $4,277.24.
VII. Committee Reports
a. Campus Representation – Dates for Coffee with Council have been set. Staff Council representatives were given a handout with the pertinent information about these dates and another handout containing responses to comments made at last year’s Coffees, which had been referred to Jim Pack, Mike Moser, Angie Brown, and Joe Standridge. The committee had sent a survey regarding holidays not given by the State to all Tarleton staff members on the Stephenville campus. (The TCT campus does not necessarily have the same holidays as the Stephenville campus.) The survey return rate was 64 percent. Seventy people voted not to close campus on those holidays, while 178 people voted to have the holiday off and work four 10-hour days during the same week. Nineteen voters had special requests.
b. Compensation and Benefits – The committee reviewed the staff development grant applications they had received for this semester. The committee awarded a total of $2,265.97 in grants to ten applicants.
c. Employee Recognition – The presentation for the Employee of the Month for December was made to Lanita Keith, Senior Secretary in Hydrology and Engineering.
d. Special Events – The guest book at the Festival of Trees and picture scene in the Student
Development Center lobby showed great community support, both from Stephenville and the surrounding communities, which is in keeping with a goal of integrating Tarleton into the larger community.

Bring Your Child to Work Day has lost its chair, Donnie King. The committee requests that people interested in chairing the sub-committee contact Linda Land or Dennis Koch. The request for a chair will be added to the Staff Council web page and perhaps be e-mailed to Tarleton staff. The date for the activity has not yet been established, but hopefully will coincide with the local school districts’ days.

VIII. Old Business –
The request for funds from the Tarleton chapter of Crime Stoppers has been put on hold due to changes in their program.
The three Staff Council recommendations presented to the Administration all deal with Mr. Graham’s area. He will be looking into the issues and we will receive a response.

IX. New Business –
   a. The purchasing process for TCT has not run smoothly, as activities often have to be paid for out-of-pocket and reimbursements have been slow. Andi will visit with Mr. Graham about having a procurement card available for their activities.
   b. A staff member requested that Staff Council find out whether sick leave can be transferred to a specific employee so that person could stay home and not spread illness to fellow office workers. Although several representatives felt confident that state law would not allow this practice, the Council decided to ask Angie Brown from Human Resources to address a Council meeting to discuss the sick leave pool and emergency leave. Special arrangements may need to be made to accommodate staff at TCT in hearing Ms. Brown’s comments.

X. Announcements –
Sixty people attended Tarleton’s Spring Orientation.
The Martin Luther King luncheon will be free-of-charge and held on January 19th.

XI. Adjournment
I. Call to Order
II. Roll Call. All were present except Sabra Vickery, who sent a substitute, and Dana Foster, Donna Hendrix, Dennis Koch, and Carolyn Smith.
III. Minutes of the November meeting were approved as written.
IV. President’s Report. Fred Childress was welcomed as a new Staff Council member. Fred was elected to replace Ray Bond, who resigned from the University. Fred will be on the Compensation and Benefits Committee.
Committee chairs and members should begin thinking about their budgets for next year. Staff Council has received a request for funding from the Tarleton Crime Stoppers. This request will be reviewed by the Executive Committee and voted on at next month’s Staff Council meeting.
V. Treasurer’s Report. The Staff Programming and Development account has a balance of $14,964.93 and the Staff Council Operations account has a balance of $4356.94.
VI. Committee Reports
a. Campus Representation – the committee is working on scheduling this year’s Coffees with the Council. The committee is also compiling responses to concerns and comments from previous Coffees.
b. Employee Recognition – Charlie Gibbons was elected as the November Employee of the Month

c. Special Events – All the Holiday Magic events were a great success. 1200 – 1500 people came to see the Festival of the Trees; winners of the contest are on the Staff Council website. Next year, the committee plans to have businesses participate in the Festival of the Trees. An idea that is being considered is using profits from the Holiday activities to establish a scholarship fund for staff members.
d. Tarleton System – Central Texas – The committee held a Round Table meeting to familiarize staff members with one another and with their job functions, especially as they relate to working with students. They also planned a holiday decoration contest and a Chinese gift exchange.
VII. Old Business –
a. Dee Ann Bond has resigned from the University because of a family relocation. A vote for her replacement will be held.
b. Mr. Graham reacted positively to the Staff Council recommendations concerning reduced tag fees for night employees, a training facility/space for staff, and reporting to staff the amount of merit or compensation adjustment pay increases. President Trinque will write the recommendations formally for presentation to Dr. McCabe.
VIII. New Business –
a. The Executive Committee discussed a request for Staff Council to donate turkeys for the Christmas season to staff who might not be able to afford them. Leah Schultz will prepare a flyer to send to staff in order to get requests. Susan Davis can let us know of special need in Killeen.

IX. Announcements –

a. Archways is now online. Nancy Pricer wants a Staff Council article to go in it.
b. In January the library celebrates National Book month with food and music and fine amnesty.
c. Tarleton’s Planning Retreat will be held January 10th.

X. Adjournment
Staff Council Meeting Minutes  
November 2, 2000  
Tarleton System Center, Room 301

I. Call to Order  
II. Roll Call. All were present except Cynthia Carter, Dana Foster, Julie Godfrey, and Donna Haynie, who sent substitutes.  
III. Minutes of the October meeting were approved as written.  
IV. President's Report. Andi Trinque passed out her report, which covered several items pertinent to Tarleton. In addition, she let representatives know that if they don't feel ready to vote on an issue being discussed, the option of tabling the motion is available.  
V. Treasurer's Report. Linda Land reported that revenue has begun coming in from Holiday Showcase and Festival of Trees. The Staff Programming and Development account has a balance of $15,827.38 and the Staff Council Operations account has a balance of $4,780.18.  
VI. Committee Reports  
   a. Campus Representation - This year's first Coffee with the Council will be held on the TCT campus today.  
   b. Employee Recognition - Employee of the Year Banquet was held on October 5th and Jodee Tennyson was recognized as Employee of the Year. H.M. Whisenant was the September Employee of the Month and Danny Johnson was the October Employee of the Month. The committee reviewed the forms used for nominations.  
   c. Public Relations - The Staff Council has been getting recognition and commendations for the Hidden Benefits of Tarleton page on our website.  
   d. Special Events - The committee has been very busy preparing for all the holiday programs. Publicity, banners and signs are underway. All vendor spots in the Holiday Showcase have been filled and over 800 children are signed up to attend the Festival of Trees. The committee is coordinating activities with the Student Programming Association. Because of all the excitement and involvement, a Parking and Traffic Committee, headed by Joe Standridge, Robert Hooper, and Jim Pack, has been formed to coordinate traffic around SDC during the tours. Next week is the deadline for signing up to participate in the Festival of Trees.  
VII. Old Business - Compensation and Benefits Committee recommendations. Andi Trinque and Donna Haynie met with Jerry Graham to discuss the three recommendations submitted by the Compensations and Benefits Committee and approved by the Staff Council. Mr. Graham was positive about all three and requested that Staff Council present him with a formal recommendation. Andi will write up the recommendations.  
VIII. New Business -  
   a. Election Committee - The Staff Council Constitution was revised last year to include an Election Committee, chaired by the Past President. Mary Ann Westbrook, our Past President, nominated Nancy Easterling and Cynthia Carter to serve as members of the committee. Both were approved by a vote of the Council.
b. Elections to replace resigning members - Staff Council members Dee Ann Bond and Ray Bond will be leaving Tarleton to move to the Metroplex. Both will be greatly missed by the Council. New elections need to be held to replace them. The Election Committee will prepare ballots and send them to members of the appropriate categories. Appreciation was extended to Leah Schultz for the great job she did in streamlining our election process.

c. Information on absences - Not all members may have been aware of the necessity of sending alternates to Staff Council meetings, even when they are on extended leave. It was also noted that the Constitution says that if members send a substitute in their place for three meetings, the President should consult with them to be sure they will be able to continue representing their category.

d. Calendar Committee - Tarleton's Calendar Committee requested a recommendation from Staff Council concerning the timing of Spring Break 2002, with respect to the Stephenville and Killeen campuses and the Central Texas College (CTC) campus. An information sheet had been sent to all Council representatives after the Executive Committee discussed the matter in a special meeting. New information brought up during the Staff Council meeting was that the CTC library remains open with limited hours during Spring Break. In addition, although CTC Spring Break 2002 is nominally set, it is often adjusted later to accommodate the Killeen ISD schedule. Staff Council voted to recommend that both the Stephenville and Killeen campuses have the same Spring Break dates and that they preferably occur in the second or third week of March.

e. TCT Staff Development Committee - A new Staff Council subcommittee has been formed for the members of the Tarleton staff at Killeen. A budget will be provided from Staff Council funds so that the TCT Staff Development Committee can have their own activities. Susan Davis gave a report that listed several activities already planned by the committee. The first is a Round Table on November 17, which will be a team-building workshop. They are also planning a holiday decoration contest among the offices, with a gift certificate for the winner. Another holiday activity will be a Chinese Ornament Exchange, with refreshments. A professional development presentation may be undertaken for the Spring semester.

IX. Announcements - An effort is being made to allow departments to use local fund to purchase a tree for the Festival of Trees, pending approval from the department head.

X. Adjournment
Staff Council Meeting Minutes  
October 5th, 2000  
Student Development Center, Room 219

I. Call to Order

II. Roll Call. All were present except Dana Foster and Sabra Vickery, who sent substitutes, and Julie Olufson-Godfrey.

III. Gene Morrison, Associate Director of Physical Facilities - Construction Services, spoke to Staff Council about the new science building. The building contains approximately 95 miles of computer wire and has many features designed for safety and utility. New furniture for the building is scheduled for delivery on January 15th. The moving of laboratory glassware and other science and classroom equipment will be a joint effort by many Tarleton faculty and staff members. A drawing was held for a Sneak Preview tour of the new building. The winners were Staff Council representatives Susan Davis, Sharlene Shigley and Donna Hendrix, substitute Freddie LeJeune, and visitor Anne McFarland.

IV. Minutes of the September meeting were approved as written.

V. President's Report. Andi Trinque passed out a written report of information about Tarleton and Staff Council activities for the past month. Andi reminded the representatives that next month’s meeting will be held on the TCT campus, with TTVN available on the Stephenville campus. Coffee with the Council will be held for TCT after the regular meeting. Travel information will be forthcoming.

VI. Treasurer's Report. Linda Land passed out budget sheets for both Staff Council accounts, which include the new fiscal year's allocations. They show a balance of $14,751.95 in the Staff Programming and Development account and $5,787.71 in the Staff Council Operations account.

VII. Committee Reports  
   a. Compensation and Benefits - The committee awarded 12 grants for the Fall semester. Some applications arrived after the deadline, and were not considered. However, there will be an additional $1500 available for grants in the Spring semester. Donna Haynie read three recommendations that the committee would like to have presented to the Administration.  
   b. Employee Recognition - The Employee of the Year Banquet will be held tonight at 6:30 in the Student Development Center. One hundred thirty reservations have been made. Due to unusual circumstances, September's Employee of the Month has not yet been awarded.  
   c. Campus Representation - The committee met October 2nd and discussed which Staff Council committees or Tarleton departments should handle the various suggestions from the Coffees with the Council. Donna Strohmeyer passed out a memo which lists the issues not yet addressed and the appropriate committee or department for addressing them. If any
committees would like to have questions added to the questionnaire that will distributed at the Coffee with the Council in Killeen next month, please e-mail them to Donna Strohmeyer or Nancy Easterling.

d. Public Relations -The committee met August 15th and September 26th to discuss goals for the year, including getting e-mail accessibility for all staff. A new project for the committee is a page on Staff Council's web site that lists Hidden Benefits of Working at Tarleton. Committee members will check out all benefits before they are put on the web. A form will be available on the web for other staff members to suggest additional benefits of working at Tarleton.

e. Special Events - The committees have been meeting often in preparation for the Holiday Magic week. Snowflakes will be theme this year. Mailings for participation in the Festival of Trees have gone out. The winner will receive a $50 gift certificate from Lida's Food Basket. Many student groups are entering, but more department participation is needed. Dr. McCabe has expressed interest in which departments are participating. Several departments can join together to decorate one tree. Letters have been sent to vendors for the Holiday Showcase and plans for publicity are underway.

VIII. Old Business - none.

IX. New Business -

a. Susan Davis is chairing a new committee for Tarleton System - Central Texas staff members so that they can have some of their own activities.

b. Suggestions for a Staff Council slogan were passed out for the members to vote on. The winning slogan for the Staff Council is "Supporting Staff through Service."

c. The three Compensation and Benefits proposals were read, discussed and voted on individually. All three were unanimously approved for presentation to the Administration. The recommendations are as follows:

1. The Committee recommends that Staff Council pursue a request to consider eliminating the parking permit fee for employees working the night shift at Tarleton State University. During Coffee with Council meetings there have been numerous requests from the staff to eliminate this fee. After five o'clock in the afternoon, standard (non 24 hour) reserved spaces on campus are released to allow parking for anyone having a valid permit. The night shift employees do not receive reserved spaces for their fee. The Environmental Service Workers are often required to work in more than one building so to issue a reserved space for these employees would be impractical. In addition, these individuals are among the lowest paid staff on campus and the least able to afford the fee. Waiving the parking fee would be greatly appreciated by night shift personnel and would add to the loyalty they feel to Tarleton.

2. The Committee recommends that Staff Council pursue a request to consider the establishment of facilities designated for staff training purposes. Currently, training needs for faculty members are accommodated through the Center for Instructional Technology and Distance Learning. Similar arrangements, including computers and TV/VCR equipment, should be made available for the training and development of Tarleton staff members. The facility should be made available after normal working hours for all staff.
3. The Committee recommends that Staff Council pursue a request to consider reporting to staff the amount of merit or compensation adjustment pay increases. Currently, staff members receive only the total amount of their annual salary. The reporting of compensation or other adjustments in addition to any merit increases would boost the moral of employees by letting them know that the issues of low salaries are being addressed by the university.

d. A discussion of the first proposal led to a reminder that representatives should bring up any issues of interest to staff, such as parking considerations, in our various committee meetings or during Council meetings. Representing the interests of staff members is one of the main objectives of Staff Council, as shown by our recently adopted slogan.

e. Andi Trinque passed out the list of Staff Council goals that had been given to representatives at the last meeting for review. The Council voted unanimously to approve the goals.

f. Mary Ann Westbrook requested that minutes be sent out earlier in the month so representatives would be able to refer to them throughout the month for activities and issues. Secretary Nancy Easterling agreed that this would be a better schedule and will begin to send the draft minutes to representatives soon after the meetings are held. A caution was made, however, that minutes which have not yet been approved and upcoming proposals should not be on the web site for public viewing to avoid confusion. Polling staff members on upcoming proposals would be appropriate, however.

g. A discussion of the four 10-hour days required to make up a holiday ensued. The Campus Representation committee will be working on polling the staff about the holiday issue. This issue will continue to be discussed during another meeting.

X. Announcements. Dennis Koch announced that next Tuesday, Victor Morales will be making a presentation on campus. Cynthia Carter announced that Wednesday would be a Day of Dialogue on diversity.

XI. Adjournment
Staff Council Meeting Minutes
September 7th, 2000
Administration Building, Room 208

I. Call to Order
II. Roll Call. All were present except Donna Strohmeyer, who sent a substitute, and Susan Davis and Julie Olufson-Godfrey.
III. Todd Whitten, Tarleton's head football coach, spoke to Staff Council about this year's football team.
IV. Gene Atkinson, Faculty Senate President, spoke to Staff Council about the work of the Faculty Senate and the possibility of cooperative projects between Staff Council and Faculty Senate.
V. Minutes of the August meeting were approved as written.
VI. President's Report. A message from Tarleton - Central Texas was read, thanking Staff Council for the tee shirts we bought for their staff. A certificate of appreciation was presented to Ruthie Bradley upon her retirement. A staff member from TCT brought an issue to Staff Council's attention. The Executive Committee discussed the matter, but determined it was a Human Resources issue. Andi Trinque passed out a set of proposed Staff Council goals for the fiscal year, which she wants members to review for a vote in the next meeting. A revised schedule for Staff Council meetings was distributed, which affords meetings in SDC 219 when the TCT representative is either on the Stephenville campus or cannot view the meeting via TTVN. Andi requested that we come up with a slogan for Staff Council by the next meeting. 
VII. Treasurer's Report. Linda Land reported a balance of $846.90 in the Staff Programming and Development account and $1605.61 in the Staff Council Operations account. The Programming account balance is larger than last month’s balance because two Staff Development grants were not used.
VIII. Committee Reports
   a. Employee Recognition -The committee met in August 1st and selected Curtis Hill as August's Employee of the Month. September's Employee of the Month has not been awarded yet. The Employee of the Year Banquet will be held in October 5th at 6:30 in the Student Development Center.
   b. Public Relations -The Staff Council brochure has been distributed.
   c. Campus Representation - The committee met September 6th and discussed whether the recommendations for assignment on Tarleton committees were actually used and whether we should continue making recommendations.
Upcoming Coffees with the Council were discussed and plans are being made. The committee will review comments from last year's coffees and follow up with each committee on ensuring suggestions are addressed.
IX. Old Business - none.
X. New Business - The proposed Staff Council budget for fiscal year 2000-2001 was presented. Money has been set aside for the Tarleton System Central Texas staff members so that they can have some of their own activities. The budget was approved unanimously by the
Staff Council.
XI. Announcements. Dennis Koch announced that September 22 - 24 would be the University Family Weekend. We should make any visiting families feel welcome. The Board of Regents will meet on the Tarleton campus September 21- 22, 2000. Holiday Magic needs help in leading tours.
XII. Adjournment
Staff Council Meeting Minutes  
August 3rd, 2000  
Administration Building, Room 208

I. Call to Order

II. Roll Call. All were present except Sabra Vickery and Donna Strohmeyer, who sent substitutes, and Andi Trinque and Julie Olufson-Godfrey.

III. Election of President Pro Tem. The Staff Council President and Vice President were both absent from the meeting. Secretary Nancy Easterling called for an election of President Pro Tem. Mary Ann Westbrook was nominated and elected unanimously to preside over the meeting.

IV. Minutes of the July meeting were approved as written.

V. Treasurer's Report. Linda Land reported a balance of $666.90 in the Staff Programming and Development account and $1652.65 in the Staff Council Operations account. Ms. Land now has a procurement card to use for purchases.

VI. President's Report. Copies of President Trinque's report were distributed and read. The University budget has been approved, salary notification letters are to be sent out August 1, 2000, and the 2000 Holiday schedule has been set. The Staff Council balances will be carried over to the next fiscal year. Agenda items for the Board of Regents were listed.

VII. Committee Reports

   a. Compensation and Benefits. The committee met on July 13th and July 20th. The first deadline for applications for staff development grants was extended to September 1st and flyers were designed to advertise the program. The committee reviewed Coffee with Council recommendations and contacted appropriate departments about pay differentials and parking situation for night employees. Application forms, written guidelines, procedures, and announcement letters were updated as necessary.

   b. Employee Recognition - The committee met in July and selected Janice Horak as July's Employee of the Month. August's Employee of the Month has not been selected yet. The Employee of the Year Banquet will be held in October.

   c. Special Events - Holiday Magic will take place the week after Thanksgiving. The Festival of Trees, which has 11 sub-committees, has confirmed tours with more than 700 children, plus Rock House residents and senior citizen groups.

   d. Public Relations - The committee met on July 13th and discussed committee responsibilities. The Staff Council brochure for the coming year was designed and will be sent to the printer using money from this fiscal year. The next meeting will be on August 15th.
VIII. Old Business - Funding for Tarleton noon strength training classes. The Staff Council budget for FY 2001 has been approved, so the Council was able to consider the request for additional money for the strength training classes. The Council voted unanimously to fund the classes. Linda Land will send a letter to Christie Ray informing her of the vote.

IX. New Business
   The Executive Committee had discussed buying T-shirts with the Tarleton logo for all TCT staff in honor of the campus's first anniversary. Mr. Graham had said there would be no problem if the Council wanted to undertake this. Linda Land had found shirts that could be purchased at Hastings for $7.95 each. The Council voted unanimously to purchase the shirts for TCT staff. They will be presented on August 30th at the anniversary party on the TCT campus. Sue Breakall, chair of the Employee Recognition Committee, discussed the procedures for voting for Employee of the Year. Documentation concerning the top candidates was passed to Council representatives and each representative voted for their choice. Results will be announced at the Employee of the Year banquet.

X. Announcements. Dennis Koch announced that on Sunday, August 27th, the Traditions rally will be held at Heritage Oaks Park.

XI. Adjournment
Staff Council Meeting Minutes
July 6th, 2000
Administration Building, Room 208

I. Call to Order
II. Roll Call. All were present except Sabra Vickery and Donna Strohmeyer, who sent substitutes, and Sue Breakall.
III. Minutes of the June meeting were approved as written.
IV. Address by Dr. McCabe on the State of the University: The budget is in good shape and Tarleton's student population is projected to be larger than it has ever been. The Strategic Plan for next two years has been sent to TAMUS and a Master Plan to the year 2006 has been prepared. A new Legislative Appropriation Request (LAR) is being developed.

Our work today is more complex and offers greater challenges. Computing is changing much of what we do. Tarleton staff members should try to stay current with the new curriculum and latest technology.

Staff Council projects are not only beneficial to our colleagues, but they also help to improve Tarleton as a whole. Staff Council serves a source of information for Dr. McCabe and as a source of communication between staff and the administration. Staff Council's planning in this new year should include a look at what has worked well and what needs to be pruned. Although Mr. Graham is our advisor, we have access to Dr. McCabe. He is pleased with the work of the Council and how we take ownership of projects and goals.

Construction news around the campus includes a new housing project on Frey Street where houses owned by Tarleton have been removed. An apartment-style residence house for over 200 students is scheduled for occupancy in September 2001. Older dorms for women (as opposed to older women's dorms) will be closed for renovation after the new ones are opened. Then older dorms for men will be renovated. The new science building should be ready for the Spring 2001 semester, although perhaps not until February. The old science building will be renovated. Dr. McCabe will request additional funds for improvements to the Library and the Math building.

Tarleton will host The Texas A&M University System Board of Regents monthly meeting in September. Chancellor Graves will be lead administrator at that meeting.

We should continue celebrating our 100th birthday. Just like a train that you hear before it arrives and long after it has passed, we should continue to commemorate our long history.

The TSU System Center Central Texas campus student body has increased by 12.5 percent from its first semester as part of Tarleton (the fall semester) to its second semester. This is an impressive increase in just half a year. Tarleton's workload has increased by 12 to 24 percent, depending on the department, due to the Central Texas campus.

The Tarleton University Campaign, which started last fall with a goal of $40 million, has only $9 million to go. The money raised will be used for scholarships, staff/faculty development programs, brick and mortar projects. The Tarleton Alumni Association has plans to build a Military Wall of Honor, which will serve as a tribute to Tarleton alumni. It will be placed on the
east side of the Education Building in Heritage Park.

Dr. McCabe said that this year's challenge is to focus on new employees. He would like all of us to reach out to new employees. The rewards will benefit us all.

V. Treasurer's Report. Linda Land reported a balance of $2443 in the Staff Programming and Development account and $1975 in the Staff Council Operations account. Expenses are still outstanding for the summer luncheon.

VI. Committee Reports
   a. Campus Representation. The committee met on July 3, 2000 and reviewed committee preference sheets. Recommendations were submitted to Dr. McCabe for approval. The committee will try to find out for which university committees the Administration really needs our input.
   b. Employee Recognition - Betty Hargrove was selected as June's Employee of the Month. The committee met in July and selected Janice Horak as July's Employee of the Month.
   c. Special Events - The committee met on June 29th. 42 members have expressed interest in being on the committee. Jodee Tennyson has agreed to serve again as chair of Festival of Trees. Linda Land and Sue Corley will co-chair the Holiday Showcase. Donnie King will again chair Take Your Child to Work Day. They have already designed brochures for several activities.
   d. Staff Development - no report
   e. Employee Compensation and Benefits - no report
   f. Public Relations - no report

VII. President's Report.

If information is not getting through to everyone, please let Staff Council know. Thank you letters from Mary Ann Westbrook, Betty Hargrove and Sharon Battenfield were read. The calendar of meetings should have April 5th instead of 6th. Andi wants Staff Council to be more visible on campus and to have more speakers at meetings. She would like to have a Central Texas committee that could promote more activities for the Central Texas campus. The Executive Committee recommended Kent Styron to serve on the new Parking Citation Appeal Committee. The Committee will have one faculty, one staff, and one student, plus Dean Jergins and Ruthie Bradley. The Executive Council reminded committees to look at the comments and concerns of the Coffee with Council.

VIII. Old Business - None

IX. New Business - Voted to accept the recommendations of the Campus Representation Committee for committee assignments.

X. Announcements - The Holiday Magic committee needs park benches and Frosty suits and elf suits in size 6.

XI. Adjournment
I. CALL TO ORDER: The Staff Council held its monthly meeting on Thursday, June 1, 2000 Hostess House in Lampasas, Texas at the annual retreat. All members were present or represented except Cindy Black, Dee Ann Bond, Ray Bond and Shawndi Wilson.

II. APPROVAL OF MINUTES: The minutes for the May meeting were approved as distributed.

III. COMMITTEE REPORTS:

A. Employee Recognition - Ruthie Bradley - No report.

B. Staff Development Committee - Donna Strohmeyer
   - There were approximately 30 employees in attendance. It was a great success and the employees were very appreciative.
   - The date for summer luncheon has not been set yet because there have been problems finding a speaker. Suggestions would be welcome.

C. Special Events Committee - Jodee Tennyson - No report.

D. Campus Representation - Andi Trinque
   - Andi presented a final summary of activities for the year along with the committee’s mission and goals.

E. Employee Compensation & Benefits - Julie Godfrey
   - The committee held its final meeting of the year on May 16th. At this meeting Staff Development Grants were reviewed and awarded for the summer. There were a total of seven applications - six grants were awarded totaling $718.
   - The Tips to Retirement flyer was completed and has been well received. However, we did fail to recognize on the flyer that the flyer was distributed by Staff Council, so please pass the word.

F. Public Relations - Leah Schultz - No Report

   G. Killeen Representative - Susan Davis - No report

IV. OFFICER’S REPORTS:
Past-President’s Report - Russell Fairchild - No report.
President’s Report - Mary Ann Westbrook

- The president reviewed budget balances. The budgets should be adequate to finish out the year.
- Recently, Staff Council polled 160 employees as to their preference on working four 10-hour days in order to have Labor Day off or not have the day off. There were 8 votes for no day off; all others voted for the four 10-hour days and the day off.
- The university is currently in the process of finalizing plans to start construction in September on additional student housing. The apartment-style units will house 280 students and should be ready for occupancy in the fall of 2001.
- The university has purchased the land at the corner of Harbin and Washington Streets and has a verbal commitment for the land currently occupied by the Alive in Christ Church. The university is making progress with the city to close Lillian Street between Washington and Vanderbilt.
- Any raises for the coming year will be based on MERIT only. There will be a 3% pool based on the departmental salaries. Merit could be higher or lower, based on the amount in the pool. Evaluations must be on file in Human Resources to support merit recommendation.

PASSING OF THE GAVEL

- Ms. Trinque reviewed some of her goals and expectations for Staff Council for the coming year.
- Ms. Trinque advised that Dr. McCabe and Mr. Graham will speak to Staff Council at the July meeting regarding budgets and merit raises for the coming year.

VI. UNFINISHED BUSINESS: None

VII. NEW BUSINESS:

Officer Elections: It was noted that only 2000-01 Council members were eligible to vote.

1. Vice President: The duties of the office were reviewed and the floor was opened for nominations. The following staff members were nominated:

   Donna Strohmeyer
   Dennis Koch
   Cynthia Carter - declined

Nominees then spoke on their behalf and left the room. Discussion followed and a vote was taken. Donna Strohmeyer was elected Vice President.

2. Secretary: The duties of the office were reviewed and the floor was opened for nominations. The following staff members were nominated:

   Nancy Easterling
A motion was made to close the nominations; the motion was approved and Nancy was elected by unanimous vote.

3. Treasurer: The duties of the office were reviewed and the floor was opened for nominations. The following staff members were nominated:

   Linda Land

A motion was made to close the nominations; the motion was approved and Linda was elected by unanimous vote.

4. Parliamentarian: The duties of the office were reviewed and the floor was opened for nominations. The following staff members were nominated:

   Sabra Vickery

A motion was made to close the nominations; the motion was approved and Sabra was elected by unanimous vote.

VIII. ANNOUNCEMENTS AND ADJOURNMENT:
• The regular meeting was adjourned at noon