Vice President, Cynthia Carter, called the meeting to order at 10:32 a.m. All members were present, or sent a substitute, except Cindy Black, Freddie LeJeune, Sonya Segura, and Georgia Thomas-Jordan.

Tracy Holtman moved approval of the minutes from the July meeting and Barbara Lee seconded. The motion was approved.

Linda Land reported that the balance of Account 213500 was $2,556.60 and the balance of Account 233500 is $3,356.06.

**PRESIDENT'S REPORT:** Cynthia Carter announced that Leah Schultz had met with Mr. Graham and left the following report: As stated in a campus memo, the budget was approved for approximately $82 million. Raises have been included in this new budget and all staff who are not receiving the 4%/100 per month raise will see an increase of approximately $65.00 per month. The Student Development Center will be renamed the Barry B. Thompson Student Center. A date for the dedication ceremony has not been set. November 1st will be the dedication of the museum in Thurber and the process to transfer the property from the foundation to Tarleton is in process. Senator Stenholm was on campus Tuesday to announce the continued funding of the Center for Agriculture Excellence. $1.3 million renovation in the women's dorms is on track. Enrollment figures show a 5-8% increase from last year. Graduation will be August 10. Dr. John Idoux, System Center Director, will be the speaker.

**COMMITTEE REPORTS:**

**Campus Representation:** Debye Cox reported that the committee met and reviewed the surveys submitted for committee participation. Recommendations were forwarded to Leah Schultz and Staff Council Committee Chairs.

**Compensation and Benefits:** Barbara Lee reported that a meeting of this committee is scheduled for August 6.

**Employee Recognition:** Donna Hendrix reported that the committee met on Monday, July 22, 2002, at 1:30 p.m. in the Family Living Center of Wisdom Gym, with all committee members present. The committee discussed updates on plans for the Employee of the Year banquet. A sample table decoration will be presented at the next meeting and the menu will be decided.
The committee voted to submit the round, button type "Employee of the Month" lapel pin as an additional perquisite. A memo for approval will be sent to Dr. McCabe. The newly received nominations for Employee of the Month were distributed. Scores are due as soon as possible, but no later than the next meeting which is scheduled for Monday, August 26, at 1:30 p.m. in the Family Living Center.

**Killeen:** Mary Garcia reported they met on July 26 with fifteen staff members present. Gifts from Staff Development Day were distributed to those who were unable to attend. Staff discussed a meeting time and voted to hold meetings from 9:30 to 10:30 a.m. They reviewed minutes from the July 11 Staff Council meeting and discussed how the new Texan Card would affect Killeen staff and students. The library staff mentioned there might be a problem with the card concerning where to put the library sticker on the card. Staff asked if there was a way to put a list of used books being sold in Stephenville on line. They would like to have a way to purchase used books without having to travel to Stephenville. They also asked about having flu shots administered on their campus. Patricia Thomas will look into this.

**Staff Development:** No report.

**OLD BUSINESS:** Cynthia Carter reported that the request concerning membership on Academic Council had been approved and that the Staff Council representative would now be ex-officio.

**ANNOUNCEMENTS:** A retirement reception for Pat McDowell will be held Thursday, August 29, at 2:00 p.m. in the Travis Room. The General Assembly will be held Friday, August 30, with a reception beginning at 2:00 p.m. in the Fine Arts Center. Diane Rodriguez reported that the TAEOP membership drive has begun and that the organization has a web site: http://www.tarleton.edu/~taeop. Donna Strohmeyer reported that the Last Chance Orientation is scheduled for August 22.

**NEW BUSINESS:** At this time, all substitutes and Employee of the Month recipients for 2001-2002, in attendance at the meeting were asked to leave to allow voting for Employee of the Year. Those remaining reviewed the nomination forms for the top three candidates for Employee of the Year and submitted votes for their choice.

The meeting was then adjourned.
President, Leah Schultz, called the meeting to order in the Multipurpose Room of the Dick Smith Library, at 10:30 a.m. All members were present or sent a substitute except for Martha Mittel and Angie Murray.

The minutes of the previous meeting were approved.

COMMITTEE REPORTS:

Campus Representation: Debye Cox reported that this committee had discussed that their role is to encourage staff to participate in activities sponsored by Staff Council and to communicate ideas. At the previous retreat the committee members set goals for the year and these included discussion of ways to communicate between staff and administration, determining the needs of the staff, revamping the Coffee with Council process, and devising a survey concerning training offered to staff. The committee did send forward a memo concerning Staff Council's participation on Academic Council.

Compensation and Benefits: Barbara Lee reported that the Compensation & Benefits committee met on June 6, 2002 in the Hamilton Bank conference room. Those present were Cindy Hess, Waverly Inman, Barbara Lee, and Georgia Thomas-Jordan, (chair).

The following items represent some of the areas the Compensation & Benefits committee will be working on/toward in FY2002-03:

• Compare Tarleton's benefits package to the benefits packages of other universities in the A & M system and to some of the other state universities in Texas.
• Explain Tarleton's policies to help staff better understand them.
• Keep staff informed of the state's Legislative decisions.
• Cooperate with Human Resources in building a database for training possibilities.
• Create a recommendation for Staff Council to present to Dr. McCabe concerning the policy of office hours during the holiday weeks the campus is required to work four 10-hour days.

Employee Recognition: Donna Hendrix reported that the committee met on Monday, June 24. New members, Joetta Cowan and Ralinda Stone were welcomed. The criteria for committee membership, the selection process, nomination criteria and ranking of nominations were
reviewed. Newly received nominations were distributed. The committee voted to go ahead with the currently approved recipients for July and August. The new nominations will be scored and used for the 2002-2003 academic year. Those who nominated others this past year will be contacted and asked to re-submit their nominations.

Donna Hendrix discussed the requested change from Barnes and Noble to provide an engraved key chain instead of the gift certificate and that was approved. The committee agreed to check into ordering "Employee of the Month" lapel pins. Donna Haynie suggested ordering extras and offering them for sale to former recipients to help cover the cost of the pins. They would be given free of charge to new recipients beginning in September. These changes will be brought to Staff Council for approval. If approved, the request would be forwarded to Dr. McCabe.

Committee assignments were made for the Employee of the Year Banquet. It is scheduled for Thursday, October 3, at 6:30 p.m. The committee decided to leave the ticket prices the same as last year as members did not feel a change would make a significant difference in attendance. The theme is "Hats Off to You!" with a black and white color scheme.

Members were asked to review the past years recipients and submit scores for them for Employee of the Year. Scores are due at the July meeting. The scores will be tallied and the top three names will be submitted to Staff Council in August for selection of the Employee of the Year. The next meeting is scheduled for July 22, 2002, at 1:30 p.m. in the Family Living Center.

**Killeen:** Mary Garcia reported that her goal for the upcoming year is to have the staff more involved. They will meet once a month. Mary requested a description of the Staff Council committees and what they do so the Killeen staff can participate. She is hoping to get permission to allow offices to close for 30 minutes so everyone can attend a staff meeting.

**Public Relations:** Cynthia Carter reported that they are updating the web page. They have also begun the process to print the new insert page for the Staff Council brochure. Leah Schultz asked Staff Council members to verify that their contact information and EEO categories are correct and to email Cynthia if any changes are required.

**Special Events:** Freddie LeJeune reported that she and co-chair Kay Wiley had met on June 20 and on July 10 to begin discussions on this year's events. Mary Griggs was also present at the meeting to help with the Holiday Magic portion of the event. Revising the various lists, time lines, setting a theme, and various duties was the main topic of discussion. Freddie will oversee the Showcase, Kay will oversee the Trees, and Mary will organize the advertising portion with the help of a staff council member.

Dr. Gary Peer, Mr. Mike Tate, and Mr. Joe Standridge have graciously agreed to be "Frosties" for this year.

The committee is soliciting ideas for a theme. Suggestions can be sent to Freddie. They hope to have a theme selected by September. The next meeting is scheduled for August 1.
**Staff Development:** Sonya Segura reported that her committee discussed contacting those staff who did not participate in Staff Development Day to determine why, they plan to do a survey concerning the breakout sessions offered, and suggested recognizing new staff members on the web site. The pictures could be taken during the new employee orientation sessions.

**PRESIDENT'S REPORT:** Leah Schultz had met with Mr. Graham. He reported the following: The budget is scheduled for approval at the August meeting of the Board of Regents and the budget is basically flat, for an approximate total of $81,000,000. Concerning raises for next year - To complete the 4% or $100 raises given last year, employees hired between September 1, 2000, and September 1, 2002 will get the 4% or $100 raise. If employee was hired before March 1, 2002, their raise will be effective September 1, 2002. If they were hired between March 1, 2002, and August 31, 2002, that raise will be effective March 1, 2003, if they are still on the payroll in a full-time capacity. Because this may cause compression problems in a few cases, there are also going to be 12 equity adjustments. Overall, this will affect 126 staff members.

1% to 1.5% may be available for raises but it has not been determined how this will be allocated.

Tarleton's legislative appropriations request is due by August 2 to the A&M System. Mr. Graham predicts there will be little available in tuition revenue bonds (what we use to build buildings and such). Pizza Place, Delta Chi, and Lewis Hall have been taken down. A brick wall will be built onto the Annex for an office area, a laundry facility, storage, and a temporary parking area. This will be completed sometime this fall with a price tag of $1.3 million. $50,000 will be spent to make a temporary, rock covered parking lot where Pizza Place was until a decision is made whether a building will be constructed in that area. Bids are open and should be ready for the fall.

Tarleton purchased five houses and three apartments across from the Control Center. Bids have been accepted for removal of all of the houses except the large one on the corner. The apartments will eventually be torn down but may be needed for housing while renovations to the women's dormitories are completed. The One Card System office is open in the Tarleton Center and faculty, staff and orientation students can have IDs made.

**New Business:** Donna Hendrix reported that the Employee Recognition Committee would like to forward a request to Dr. McCabe for permission to add an "Employee of the Month" pin as a perquisite. Linda Land moved approval of this request and Rhonda Holman seconded. The motion was approved. Donna Hendrix then moved that Barnes and Noble present engraved key chains to Employee of the Month recipients in lieu of the $25 gift certificate they currently donate. Jim Pack seconded the motion. The motion was approved.

**Old Business:** Leah Schultz passed out copies of the Staff Council Goals for 2002-2003. Jim Pack moved approval of the goals, Ceskina Sewell seconded. The motion was approved.
**Treasurer's Report**: Linda Land reported the balance of Account 213500 to be $3,001.59, and the balance of Account 233500 is $3,252.49. She reported that the budget for the coming year is not yet approved.

**Announcements**: Rhonda Holman announced that the "One Card" was now available for use on drink machines, copiers, at the library, food court, bookstore, and dining hall. She requested that employees go have their pictures taken for the new cards. Their office is in the Tarleton Center. An initial payment of $20.00 can be applied to the card at their office and can be "recharged" later at the CRSV machines.

There being no further business, the meeting was adjourned.
President, Leah Schultz, called the meeting to order. The following members were present: Cindy Black, Cynthia Carter, Sue Corley, Joetta Cowan, Debye Cox, Mary Garcia, Donna Hendrix, Cindy Hess, Waverly Inman, Linda Land, Barbara Lee, Freddie LeJeune, Martha Mittel, Leah Schultz, Sonya Segura, Ceskina Sewell, Ralinda Stone, Donna Strohmeyer, and Georgia Thomas-Jordan. The following members were absent: Rhonda Holman, Tracy Holtman, David Hooks, Gloria Hyde, Angie Murray, Jim Pack, Diane Rodriguez, Sharlene Shigley and Kay Wiley.

The minutes from the previous meeting were approved.

PRESIDENT'S REPORT: Leah Schultz addressed the e-mail poll sent to employees concerning the Holiday Schedule for the 2002-2003 academic year. The Compensation and Benefits committee will review the results of the poll. Any questions or concerns about the 4-day workweek in lieu of a holiday should be sent to Georgia Thomas-Jordan, chair of the Compensation and Benefits committee.

Past President, Donna Strohmeyer, reported that the issue of purchasing streets within the campus is now a non-issue. A meeting will be held on Friday to discuss methods of controlling the automobile and foot traffic around campus. The Pizza Place, Lewis Hall, and old Delta Chi House demolition is beginning. A facility will be built in the Lewis Hall area and will include office space and a laundry facility. The Pizza Place area will be made into a temporary parking lot. Donna then expressed that she is pleased with what the Staff Council does and accomplishes.

TREASURER'S REPORT: Linda Land reported that the balance in Account 233500 is $3,416.53 and the balance of Account 213500 is $3,564.66. She then explained the budget to the new Council members.

COMMITTEE REPORTS:

Compensation and Benefits: Leah Schultz and Georgia Thomas-Jordan reported that the committee met on May 9th and awarded Staff Development Grants in the amount of $2,335.40 to eleven applicants. This is the first time the committee has been able to award the full amount requested to everyone who requested a grant. After the grants were awarded the committee members briefly discussed issues that they would like the committee to review and discussed a possible chairperson for the committee. Linda Land expressed her thanks to the committee for all they did this year.
**Staff Development:** Donna Strohmeyer gave the report for this committee. Staff Development Day was held on Wednesday, May 15 and drew the largest group ever. Registration totals included 256 people for lunch, 227 for the three morning sessions and 145 registrants for the afternoon sessions. The total cost of the event was $7,030.67, which was under budget.

**Killeen:** Mary Garcia gave the report, which was a summary of the year’s activities. Killeen had ten staff members who traveled to Stephenville for Staff Development Day and everyone enjoyed the day on campus. On May 31st, Les Ledger, a Copperas Cove businessman and full-time faculty member at Central Texas College spoke to the staff.

**OLD BUSINESS:** Leah Schultz explained about college committee representation by Staff Council members. She addressed the issue of representation on Academic Council and that at the previous meeting members had voted to request to be removed from Academic Council and be placed on the EEO/AA Committee. Mr. Graham has requested that this issue be reconsidered and that the council consider ex-officio membership on Academic Council. He feels that this is good "PR" for Staff Council in that it shows that we are interested in what happens on campus. Mary Garcia asked if the information from the meetings was of any use or had any effect on staff. Leah Schultz replied that the information discussed had never been reported in the Staff Council meetings. Donna Strohmeyer stated that it had been a battle to get staff on the committee in the first place and she felt it was important that we have a representative on the committee. Debye Cox agrees with Mr. Graham’s assessment especially that it is good "PR."
Barbara Lee stated that some of the issues addressed by Academic Council do have an effect on staff. Linda Land stated that we should support Mr. Graham. Mary Garcia asked if we could have representation, but only vote on staff related issues. Leah Schultz replied no to this question.

Donna Hendrix moved that Staff Council have representation on Academic Council in an ex-officio status. Linda Land seconded the motion. The motion carried.

Leah Schultz asked Debye Cox, chairperson of the Campus Representation committee, to prepare a memo to Dr. McCabe, through Schultz and Graham, requesting this change. She also asked that a carbon copy be sent to Dr. Peer.

**NEW BUSINESS:** Cynthia Carter reported the results of the poll concerning the Holiday Schedule. Option 4 received 68 votes; Option 1 received 45 votes, Option 2 received 41 votes; and Option 3 received 23 votes. Option 4 included a Labor Day Holiday. Staff would have Memorial Day off with four 10-hour days following. The motion was made to forward Option 4, as the Staff Council preference, to the Calendar Committee. The motion carried. Cynthia will forward this information.

The next order of business was the election of officers for Vice President, Secretary, Treasurer, and Parliamentarian. Leah Schultz opened the floor for nominations for Vice President. Donna Hendrix nominated Sonya Segura and Freddie LeJeune nominated Cynthia Carter. Linda Land
moved that nominations cease and Freddie LeJeune seconded. The motion to cease nominations carried. Cynthia Carter was elected as Vice President.

Leah Schultz opened the floor for nominations for Secretary. Linda Land nominated Donna Hendrix and Cynthia Carter nominated Sue Corley. Martha Mittel moved that nominations cease and Ceskina Sewell seconded. The motion to cease nominations was approved. Donna Hendrix was elected as Secretary.

Leah Schultz opened the floor for nominations for Treasurer. Cynthia Carter nominated Linda Land. Sue Corley moved that nominations cease and that Linda be elected by acclamation. Martha Mittel seconded the motion. The motion carried and Linda Land was elected as Treasurer.

The floor was then opened for nominations for Parliamentarian. Linda Land nominated Ceskina Sewell. With no additional nominations for this office, Ceskina Sewell was elected.

Leah Schultz then presented a gift certificate to Donna Strohmeyer for her service as President of Staff council during the past year.

Cynthia Carter moved that the meeting be adjourned and the motion carried. The meeting was adjourned.
MINUTES -- Staff Council Meeting
May 5, 2002

President, Donna Strohmeyer, called the meeting to order. All members were present except for Fred Childress.

The minutes of the previous meeting were approved with corrections to the spelling of Nancy Stevenson's name.

**PRESIDENT'S REPORT:** Donna Strohmeyer reported that Staff Council received thank you notes from Tom Robinson and Hugo Block for the grants they received to attend conferences. She reported that she had met with Mr. Graham and discussed the following issues: She updated him on the various committees. They discussed the great response to Staff Development Day. Mr. Graham was pleased with the numbers who have responded. They discussed the upcoming Staff Council elections, executive luncheons, retreat, etc. Mr. Graham reported the following happenings with the University: Purchasing the streets from the city is still an issue, although results from the study show that 80% of the traffic along Lillian is university related. City council is still hesitant to sell. Further discussions will take place on May 9th. This is a safety issue due to the amount of foot traffic. The university will close on the Vanderbilt property on May 25th. The houses will be sold and moved off the property this summer. The new one card system will be up and running on June 1st. The office will be located in the front half of the Brazos Room in the Tarleton Center. Sally Young is coordinating that service. The renovation of the gym for athletic coaches offices is underway. This project will be completed by August. The Pizza Place, Lewis Hall, and the old Delta Chi house will be demolished this summer. The bid was awarded to the same company that demolished the Sav-On property. Renovations of the old Science Building and the Library are now being considered one project. The $13 million proposed renovation will go to the Board in September. Once approval is received, construction could begin as early as summer 2003.

**TREASURER'S REPORT:** Linda Land reported the balance of Account 213500 to be $11,701.40 and the balance of Account 233500 is $3,775.37.

**COMMITTEE REPORTS**

**Campus Representation:** Dana Foster reported that the Campus Representation committee sponsored the Night Employees Coffee. A total of 27 people attended. There were several issues brought up and they will be passed on to other committees.

**Compensation and Benefits:** Leah Schultz reported that the committee had received a response to the overtime pay procedures recommendation. The response was better than they had expected. Effective September 1, 2002 employees working overtime will be paid through
bi-weekly payroll. A new form will be developed for processing the payment. Human Resources will monitor overtime work. Employees working overtime will be covered by Worker's Compensation because they will be considered on paid status. Leah reported that Staff Development Grants would be awarded next week.

Donna Strohmeyer congratulated Leah and her committee for the work they had done on the overtime issue.

**Killeen:** Susan Davis reported that ballots were distributed to staff members. They will have approximately 10 staff attending the Staff Development Day events. On May 31 they will have a development session for all staff. Les Ledger, a Copperas Cove businessman and full-time faculty at Central Texas College, will present the program. On June 21, Dr. Barbara Lyon will present "Who Moved My Cheese" to staff members and Dr. Idoux is providing the refreshments. Susan then expressed that she had enjoyed her time of service on Staff Council. Donna Strohmeyer thanked Susan for her service and expressed that the Council member would all miss her too.

**Staff Development:** Nancy Stevenson reported that the Staff Development Day event is two weeks away. Due to the overwhelming response the luncheon is now taking all three ballrooms. Approximately 250 are expected for the lunch. The morning sessions have 227 enrolled and the afternoon sessions have 145 enrolled. Donna Strohmeyer commented that she was thrilled on the numbers and the good response in changing the date.

**Special Events:** Linda Land reported that they are working on the Take Your Child to Work event scheduled for June. Ginny Vest will co-chair the event. If you are interested in helping with this, please contact Linda Land. The Annual Award Barbecue is tomorrow and the inflatables will be available.

**Employee Recognition Committee:** Donna Hendrix reported that Joetta Cowan had been named Employee of the Month for April and that Nancy Bond was the Employee of the Month for May.

**OLD BUSINESS:** None

**NEW BUSINESS:** Dana Foster recommended that Staff Council representatives be removed from Academic Council and placed on the EEO/AA committee for the University. She has prepared a memo to forward to Dr. McCabe upon approval. Nancy Stevenson moved and Rhonda Holman seconded that the proposal be accepted. The motion carried.

Election of President - Donna Strohmeyer explained the procedure for elections. Ballots will go out tomorrow and are due in one week. Calls will be made to the winner by May 13. She reminded members that the retreat is scheduled for June 6. She stated that current Executive Council members would continue to serve until the retreat. She then opened the floor for nominations for President. Linda Land nominated Leah Schultz. Donna Hendrix moved and
Sharlene Shigley seconded that nominations cease and that Leah be elected by acclamation. The motion carried.

Donna Strohmeyer thanked those members who will be going off the council. She stated that their work has been appreciated and their time. She also expressed thanks to the supervisors who have allowed them to come to meetings. She then thanked the Executive Council team for making it work. She thanked all members for the extra work they have done for Staff Council.

**ANNOUNCEMENTS:** Diane Rodriguez reminded everyone of the BBQ and requested that they check their email concerning the location.

The meeting was then adjourned
MINUTES -- Staff Council Meeting  
April 4, 2002  

President, Donna Strohmeyer, called the meeting to order. All members were present with Sue Corley substituting for Linda Land and Waverly Inman substituting for Fred Childress. Cynthia Scott was also in attendance.  

The minutes of the previous meeting were approved as corrected.  

**President's Report:** Mr. Graham indicated that we are close to receiving feedback on the overtime pay concerns sent in January. The librarians are to be returning to staff status and may be joining Staff Council next year. There are discussions taking place regarding their status with the university. A Donna Strohmeyer asked for a decision concerning this prior to our May elections. All proposed fees were approved at the last Board of Regent’s meeting. The Board approved the acquisition of the property across from the IT building on Vanderbilt. Bank of America will begin charging a $5.00 fee to cash checks for students, faculty and staff who do not have an account with them. This was previously done free of charge. Donna Strohmeyer announced the resignations of two council members - Frieda Arndt and Dana Foster.  

**Treasurer's Report:** The balance of Account 233500 is $13,105.65 and the balance of Account 213500 is $5,133.75.  

**REPORTS**  

**Campus Representation:** Dana Foster reported that the committee met on April 2. They discussed the March 12 Coffee with Council. A total of 41 staff attended including participants and Staff Council members. Attendance to the Coffees has decreased over the years and the committee next year may want to reevaluate this program. One idea mentioned was to replace the Coffees with surveying the staff to find out major concerns and interests and establish suggestion boxes around campus. The committee also reviewed the results of the survey of the night employee for staff development committee. Frieda and Vickie are planning a night employees Coffee in April.  

**Compensation and Benefits:** Leah Schultz reported that their next meeting is scheduled for Tuesday, April 9. Angie Brown will be speaking concerning the complaint policy on campus. The meeting is open to all employees on campus. She reported that the budget hearing went well and that Mr. Graham understood that the monies allocated for Killeen have been combined into the regular accounts but was still available. He requested and was provided a list of activities that had taken place on the Killeen campus.
**Employee Recognition:** Donna Hendrix reported that Carolyn Smith had been named as Employee of the Month for March.

**Killeen:** Susan Davis reported that they are trying to plan one more activity before the end of May.

**Staff Development:** Nancy Stevenson reported that the signed contracts were back for the keynote speaker for Staff Development Day. She reported that the lunch would be served from 11:30 until 12:00. There will be no food service during the keynote speaker’s presentation. Live music will be played during the meal. Sessions have been finalized and registration confirmations were returned. Staff Development Day is May 15.

Regarding the survey of night employees they received 22 responses. Nineteen of those responding wanted to have some kind of staff development activity, and eleven of those preferred something scheduled after their shifts. They might try to work out a light shift schedule to allow attendance during regular work hours.

Killeen will send staff to staff development and there is money in the budget to provide for travel.

**Old Business:** The proposed changes to the Bylaws were reviewed. The motion was made by Nancy Stevenson and seconded by Donna Hendrix to approve the grammatical changes. The motion carried. The motion was made by Leah Schultz and seconded by Sonya Segura to approve the changes to Article III, Section I, part 2. The motion carried. The motion was made by Andi Trinque and seconded by Leah Schultz to approve the changes to Article III, Section 3, part C. The motion carried. The motion was made by Nancy Stevenson and seconded by Donna Hendrix to correct the dates listed on the first and last pages of the Bylaws. The motion carried.

**New Business:** Donna Strohmeyer reported that Joan Flowers had been elected to replace Sue Owens.

**Announcements:** Diane Rodriguez reminded everyone of the Distinguished Services Awards Picnic. The list of award recipients has been finalized and any changes should be made very quickly. Donna Strohmeyer announced that the Leadership and Services Awards Dinner would be held on April 19.

Susan Davis asked about how the elections process works. Leah Schultz answered her questions. Diane Rodriguez reminded everyone of the TAEOP Bosses Luncheon scheduled for May 1.

There being no further business before the group, the meeting was adjourned.
MINUTES -- Staff Council Meeting
March 7, 2002

President, Donna Strohmeyer, called the meeting to order.

Roll Call: All members were present with Sabra Vickery sending a substitute. Also present was Mary Garcia.

Minutes: The minutes of the previous meeting were approved.

President's Report: Donna Strohmeyer reported that she had not had time to meet with Mr. Graham and she had no report.

Treasurer's Report: Linda Land reported that the balance of Account 213500 is $5,5222.93 and the balance of Account 233500 is $13,178.95. She handed out copies of the proposed budget for next year. Jodee Tennyson asked if monies left over from this year's budget would be carried over. Donna Strohmeyer replied that she would request permission to do this, however there is no guarantee that the request would be granted. Donna Hendrix moved and Dana Foster seconded that the proposed budget be approved. The motion carried.

REPORTS

Campus Representation: Dana Foster reported that the Campus Representation committee met on February 8 and discussed the upcoming Coffee with Council scheduled for March 12, 2002, in Ballroom A of the SDC. One session is scheduled from 10:00 - 11:00 a.m. and a second session will be held from 3:00 -4:00 p.m. Dana asked that if you will be attending as a representative, to let her know and she will get a name badge made. She then reported that the Night Employees survey was mailed on March 4 and is due back by March 15. A Night Employees Coffee is scheduled for April.

Compensation and Benefits: Leah Schultz reported that the Compensation and Benefits Committee met on February 13. The first item discussed was the provision of funds by the University for going away parties. In particular, a request had been forwarded to the committee to suggest that the administration provide money to departments for people who are leaving the University after a long term of service but are not retiring. After some discussion, it was decided that the members of the committee did not think this was appropriate use of the University's money, that it would be too difficult to set standards for people that would qualify for these funds, and finally recommended that employees of departments who wished to provide a going away party for a departing employee should fund the occasion amongst themselves.
The second item of business was to follow up on issues raised regarding travel reimbursement. After some discussion with committee members, it was agreed that there were some things, such as checklists of the most common errors on a travel voucher that could be done to assist people in completing travel vouchers. However, training is an issue handled by the Staff Development Committee and the issue has been tabled in this committee.

Finally, it was reported that the committee is still waiting for a decision on the recommendation regarding overtime pay. The administration is still reviewing the recommendation and the policies involved.

**Employee Recognition Committee**: Donna Hendrix congratulated David Hooks on being named Employee of the Month for February. The next presentation has been scheduled for March 18.

**Special Events Committee**: Linda Land reported that the chairs of the sub-committees met on February 8. Each sub-chair reported on the follow-ups of Tarleton’s Holiday Magic Week. Each event was a success again this year even with weather conditions that happened during Festival of Trees.

Jodee Tennyson reported that each winner of Festival of Trees was presented their prize and that certificates would follow shortly. She also reported that she attended a meeting with Dr. Jim Cook, Associate Vice President for Student Services, about concerns of the parking issues about the Oscar P lot students have. The students feel that this lot is being blocked off from their access for non-student events.

Other items discussed were budgets for the upcoming year. The chairs decided to not ask for an increase in the budget as revenue offsets were enough to finance the event.

The sub-chairs discussed the $300 from Holiday Showcase to be used for staff scholarships. The committee decided to ask Staff Council Exec about not depositing the funds into an endowment fund, but asking permission and procedures for keeping them set aside in Staff Council’s account. After reviewing the guidelines for endorsements, the sub-chairs had question as to the length of time to be able to see revenue that could be used for scholarships, and the ability to deposit funds on a yearly basis into the endowment. It was suggested that if the funds were kept in SC account that the entire amount could benefit a staff person(s).

We discussed Take Your Child to Work Day and will select a chair shortly to begin working on this event. Also contact will be made with Susan Davis about the Fun Day Event between Killeen and Stephenville.

After checking with SDC about reserving the SDC ballrooms for the first week in December 2002 for Holiday Magic, a problem arose which is being worked through. This week falls during Tarleton’s dead week and finals begin at the end of that week. The only event that we are relatively sure of being able to have is Holiday Showcase. The upcoming committee will need to handle this issue.
Staff Development Committee: Nancy Stevenson reported that the committee met on February 26. The following is a brief synopsis of what occurred at the meeting and how plans are shaping up to date.

1) Due to a date conflict with another client, Joel Zeff asked us to change the date of our Staff Development Day event. We checked on ballroom and meeting room availability and have changed our event date to May 15. In exchange for this accommodation, Joel agreed to cut his speaker price by half and will only charge us $2,000 for a keynote address as well as a morning session.

2) The committee set the times and session topics for the rest of Staff Development Day. There will be three concurrent sessions in the morning from 9:30 to 11:00 a.m. Lunch will begin promptly at 11:30 a.m. and the keynote address will begin at noon. The afternoon will consist of five concurrent sessions running from 1:30 until 3:00 p.m. Session topics include Learning to Think Without a Script, Excel, a Planetarium and Science Tour, Access, PowerPoint, Mindmapping, and Italic Handwriting. Tanya Doyle secured computer labs and instructors for the computer classes. Nancy Stevenson confirmed instructors for the mindmapping, italic handwriting, Thinking Without a Script, and keynote sessions. Nancy Pricer confirmed the Planetarium and science tour session.

3) In addition to sessions, the committee also set the menu for the event and discussed decorations and theme. The keynote topic will be The Strength of Laughter.

4) Helen Ecklund agreed to send copies of Tarleton's speaker contracts to Nancy to send on to Joel Zeff. She will also arrange the menu and details with Paula Snider at ARAMARK.

5) Sabra Vickery will put together an information flyer for staff about the event and distribute it the week of March 18.

6) Kay Wiley will put together a registration form and send it out to staff on April 1. It will be due back by April 15. She will then tabulate registrations and send back confirmations to registrants as to what sessions they are registered for. This is necessary because some of the sessions (Excel, PowerPoint, and Access) will be limited in the number of individuals who can attend.

7) E-mail reminders will go out on May 10 and 13 to remind staff about the event.

8) Tanya Doyle brought up some concerns about the committee's minutes from previous meetings in regard to discussions about the staff training at Tarleton. She didn't feel that they adequately reflected the discussions that had taken place. She asked for clarification of the committee's interest in staff training issues and informed us that there was already a program in place for FAMIS, purchasing, and travel voucher training. A discussion followed in which members of the committee recounted some of the problems and questions they had been hearing from fellow staff members on a wide variety of issues surrounding travel voucher
preparation, purchasing and voucher preparation, FAMIS training, account reconciliation, telephone etiquette, and the reading of monthly account statements. Tanya listened to the concerns and determined that some of the questions involved procedural issues and some involved training issues. She suggested that the committee gather a list of specific questions and concerns to present to the training department so that they could determine whether the questions were procedural or training related. The committee also discussed what its role should be in this process. It was agreed that as representatives of Tarleton staff, the Staff Development committee should investigate any concerns of a developmental nature brought to it by staff members to determine if any action could or should be taken. Committee members agreed to speak to additional staff members to gain a wider perspective of their needs and questions and to continue the discussion at future meetings.

9) The next meeting of this committee is set for Monday, March 18 at 3:00 pm. in Room208 of the Administration Building.

**Old Business:** None

**New Business:** Council members were given a copy of the proposed changes to the Bylaws. (A copy of the [proposed changes](http://www.tarleton.edu/~staffcon) is available on the Staff Council website at [http://www.tarleton.edu/~staffcon](http://www.tarleton.edu/~staffcon).) Donna Strohmeyer explained the position concerning the past president. (Refer to [explanation page](http://www.tarleton.edu/~staffcon) which is also available on the Staff Council website.) Leah Schultz reviewed the proposal. The blue areas are grammatical changes that need to be made and the red areas are the proposed changes. The phrase "representing an occupational category" has been added to allow for changes in the duties of Past President. The election process change is recommended because a new member on council could be overwhelmed if elected to the office of President, and because new members electing a President would have no past history to base a vote on. The proposed change reflects the need to return to the original intent that the President be someone who knows about Staff Council and is willing to serve. Voting on the proposed changes will take place at the next meeting scheduled for April 4 in Killeen. A two-thirds vote is required. Donna Hendrix reminded members that we are all representing an occupational category and we need input from those we represent to determine what our vote should be.

Donna Strohmeyer announced that special elections are to be held in two categories. She reminded members to be sure to attend the meetings or send substitutes from their represented category. Leah Schultz will get the eligible list together. New representatives should be elected in time for the April meeting. One vacancy is for a three-year term and one is until May.

**Announcements:** Diane Rodriguez announced that the Distinguished Service Awards are on May 3. They do plan to have the "blow-up" activities for the children assuming the weather cooperates. Nancy Stevenson announced that committee meeting dates will be posted on the website. Committee chairs are responsible for posting the meeting information.
With no further business before the Council, the meeting was adjourned.
MINUTES -- STAFF COUNCIL MEETING
February 7, 2002

President, Donna Strohmeyer, called the meeting to order at 10:30 a.m. in room 206 of the Science Building. All members were present or sent a substitute except Fred Childress, and Maureen Scantling.

The minutes of the previous meeting were approved.

President’s Report: Donna Strohmeyer had met with Mr. Graham on February 5 with the following report - The Pizza Place, Lewis Hall, and the property on the corner of Lillian and Jones have been placed on a bid list for removal. The purchase of the property on Vanderbilt, across from the IT Building, has been approved. There are no plans for the property at this point. Several student fees have been approved for increases. Enrollment is up on both campuses over spring of last year. Budget hearings are beginning for next year’s budget. Tarleton is still in the process of getting the Ed.D. program approved. A private company is going to build a 40-bed apartment complex on the Northwest side of the Lone Star Apartments, and the University has received a $500,000 donation to place a telescope at either Chalk Mountain or the Hunewell Ranch that will be linked to the planetarium.

Treasurer’s Report: Linda Land reported that the 233500 account has a balance of $13,191.97 and the 213500 account has a balance of $5,680.85.

COMMITTEE REPORTS

Donna Strohmeyer reported that there would be no reports from Campus Representation and Compensation and Benefits.

Employee Recognition Committee: Donna Hendrix congratulated Cindy Black on being named Employee of the Month for January 2002. The ERC committee met on January 28. The committee welcomed guest Robert Hooper to the meeting. A review of nomination criteria, nomination process, and selection criteria was held. Discussion was held concerning the goals of Staff Council including committee diversification. After reviewing this information, Chief Hooper agreed to serve on the committee. Discussion was held concerning the status of supplies for the committee. New certificates and new plaques have been ordered. Bowls belonging to the committee had been loaned out and were returned. Committee members received nomination forms for four employees and were told that four more would be sent to them as soon as approval was received. The meeting was then adjourned.

Killeen Committee: Susan Davis thanked members for agreeing to change the meeting time. She discussed the shortage of classroom space for the Killeen campus. The morning meeting time should work for the spring semester, but would have to be reevaluated for the fall. She
reported that the option of having conference calls and allowing extra funding for travel had been discussed.

**Staff Development Committee:** Nancy Stevenson reported that the committee had met and decided to utilize their budget for the Staff Development Day function rather than try to reserve funds for a summer lunch. The members agreed to focus on development issues. The committee discussed how the meal was provided during the summer luncheon event and had to be paid for whether staff attended or not. Last summer it cost the committee approximately $400.00 for the approximately 40 staff who made reservations and did not show up, and the committee felt the monies would be better utilized at Staff Development Day to help pay for a professional keynote speaker and workshop speakers. If funds are left over following Staff Development Day, the committee will decide if they will schedule another development event or allow the monies to be used for additional staff development grants.

The committee also discussed development/training issues that have surfaced as staff members try to assume responsibilities in new positions. The committee would like to work up a referendum for staff council to submit to Tarleton administration recommending some form of ongoing, regular, standardized training in the following: travel requirements and procedures, telephone and customer service etiquette, FAMIS, reading and reconciling account activity statements, SIS, and purchasing procedures. The committee realizes that some training is available, however the request is for regular, standardized training. The items on the list were chosen because they are ones in which most staff members in most departments require basic knowledge.

Many staff members begin work and discover that they are responsible for one or more of these areas. If a co-worker doesn't have the time or knowledge to train them, productivity suffers while they try to either find someone to show them how or figure it out themselves. In addition, as procedures are changed and upgraded, training needs to reflect the changes so that everyone on campus is completing required tasks in the same way. This cuts down on the frustration of having to redo work especially when time is crucial.

The committee believes that some form of standardized, formal training which is available more than once or twice per year would help alleviate errors and stress as well as increase staff productivity.

The committee discussed the possibility of offering some form of development opportunity to the night staff. Only eleven staff members responded to the survey sent in the fall. Of those eleven, nine indicated that they would like to participate in some form of staff development. The committee would like to work with Campus Representation to develop some form of survey just for the night crew to determine when the best time would be for an event and what kind of development opportunity they would most like to attend.

Staff Development Day will be May 16. Keynote speaker Joel Zeff, is a comedian, motivational, team building speaker trained at the Improv in Chicago. He will also be presenting a session for
us. The next meeting of the Staff Development Committee is scheduled for February 26, 3:00 p.m., in the Brazos Room.

**Old Business:** None

**New Business:** Donna Strohmeyer announced that the April 4 meeting will be held on the Killeen campus.

**Announcements:** Donna Strohmeyer announced that February is Black History Month and invited all to attend the presentation of the Prairie View A&M Classic Dance Ensemble, Monday, February 11 at 7:00 pm. The presentation is free.

There being no further business, the meeting was adjourned.
MINUTES -- STAFF COUNCIL MEETING

January 3, 2002

The President, Donna Strohmeyer, called the meeting to order in Room 130 of the Student Development Center. All members were present or sent a representative except Cynthia Carter, Sue Owens, and Georgia Thomas-Jordan.

The minutes of the December meeting were approved as amended.

President's Report -- No report.

Treasurer's Report - Linda Land reported that corrections had been made to the budget. The balance of Account 213500 is $5,680.85 and the balance of Account 233500 is $15,115.74.

Committee Reports

Compensation and Benefits: Leah Schultz reported that the committee met on December 11, 2001. The grant application deadline was extended to December 15 and a permanent change was approved to move the deadline to January 15. Discussion was held concerning overtime pay at Tarleton events and non-Tarleton events. The committee decided to focus first on issues of overtime pay at non-Tarleton events and differences in payments to different individuals. The issue of overtime pay for Tarleton events requires further study.

The committee met again on January 3 to discuss the following issues:
1) Meeting with Donna Strohmeyer and Mr. Graham regarding the issues discussed at the December 11th meeting. The committee approved a recommendation on this issue to be presented to the full council at the January 3rd meeting.
2) The committee discussed the issue of use of emergency leave for inclement weather. After consulting the policy and receiving additional information from Ms. Angie Brown, the committee decided no other action was needed at this time. Ms. Brown assured the committee that granting of emergency leave was rare and that the most recent bout of inclement weather resulted in two cases being granted emergency leave, both of which were faculty.
3) Ms. Sherrienne Boren from Physical Facilities presented the issue of lengthy travel reimbursement times and how this could be addressed so employees could be reimbursed in a timely manner. The committee discussed training options and written materials and will discuss this issue further at the February meeting.
4) The committee awarded grants for the spring semester. There were requests totaling $2950.00 and the committee awarded $1564.07 to twelve individuals.

Killeen - Susan Davis had no report. The employees had a covered dish luncheon for Christmas. It was fun and all had a good time. There was no expense involved.
**Old Business:** Donna Strohmeyer reported that the proof was back on the note cards ordered. The new brochure is ready to be printed. It will include an insert listing the members.

**New Business:** Leah Schultz presented the Recommendation Regarding Overtime Payment Procedures and Worker's Compensation Provisions. The recommendation was edited and approved for forwarding.

Diane Rodriguez brought up the issue of monies available for retirement parties and the stipulations surrounding the use of these monies. Leah Schultz will investigate if there is a policy and if needed her committee will review it and make recommendations. Diane asked to be added to the Compensation and Benefits committee for this project. If anyone else is interested in this issue they are to contact Leah Schultz.

Freida Arndt brought up the issue of set up time for commencement. The basketball practice sessions and games interfere with the time allowed getting the gymnasium set up. She asked if the schedules could be changed. Donna Strohmeyer agreed to look into this issue.

Jodee Tennyson discussed the issue of lengthy reimbursement times for travel expenses. The need for written guidelines and training workshops was discussed.

There were no announcements and the meeting was adjourned at 2:52 p.m.
MINUTES -- STAFF COUNCIL MEETING

December 6, 2001

The President, Donna Strohmeyer, called the meeting to order in Room 130 of the Student Development Center. All members were present or sent a representative except for Freida Arndt, Robert Nimmo, and Andi Trinque.

The minutes of the November meeting were approved.

PRESIDENT'S REPORT: Donna Strohmeyer reported that Dr. McCabe is reviewing the plans and projections in the "Butterfly" book to assure adherence. There have been concerns regarding the security measures taken when an employee leaves the University reference keys, access to FAMIS, etc. We are asked to send the appropriate memos to terminate access. The University will be going to a One Card System. This is a credit card type of student ID. The first phase of the system will be implemented in June. There will be a new finance system for reporting. Utilities deregulation begins in January for the University. There are 3 options - TXU, a new provider, or join with 5 other university and obtain services. We were reminded to watch the information we receive in the mail because you may be assigned to a provider and not know about it. The Lutheran Church building is being demolished. The closing date for the Pizza Place property is scheduled for mid-January. A contract has been issues for five properties between Neblett and Cain Streets. The University is still waiting on renovation cost estimates for the building located at the corner of Lillian and Jones Streets. The lot behind the Nu-Way convenience store has been donated to the University and is being cleared. The City Council is discussion no parking on the south side of Frey Street. Dr. Idoux has hired a new assistant, Maggie Ford, from Rhode Island. We welcome her to Tarleton.

TREASURER'S REPORT: Linda Land reported that the balance of account #233500 is $15,960.66 and the balance of account #213500 is $5,912.62.

COMMITTEE REPORTS

CAMPUS REPRESENTATION: Dana Foster reported that this committee met on October 16th to plan Coffee with Council to be held Spring Break.

COMPENSATION AND BENEFITS: Leah Schultz reported that her committee is working with Human Resources to review the policy on overtime and consistent adherence across campus. Mr. Graham gave the committee copies of the policies and they will review them and discuss them in January. There is also a question about the bad weather policy and use of emergency leave. This needs more clarification and the committee will also review these policies and report on them in January.
KILLEEN CAMPUS: Susan Davis reported that employees met on November 16. They had good attendance. Round table introductions were held. Dr. Edward Wagner spoke to the group on Diversity. There next scheduled function is a Christmas Luncheon and ornament exchange. They have 35 staff and all positions are currently filled.

SPECIAL EVENTS: This committee has been very busy this month. Thanks were given to all who helped make Holiday Magic a successful week. Special thanks to Joe Standridge and Jim Pack and their staff. Festival of Trees had 8 departmental entries, 16 organizational entries and 4 commercial entries. Approximately 200 people attending the tree-decorating event. Mayor John Moser and Mr. Jerry Graham were present as the private tours commenced. An estimated 550 children toured on Tuesday with an additional estimated 150 on Wednesday and Thursday. Dr. Hibbs has agreed to work with this sub-committee next year to allow the children to tour the Planetarium. Jodee Tennyson thanked each member who volunteered to help with this event. Holiday Magic went off very well thanks to co-chairs Freddie LeJeune and Mary Griggs. Thanks to Mrs. Gage's class for the bookstore window display. Holiday Showcase was again successful with 55+ vendors.

OLD BUSINESS: None

NEW BUSINESS: Donna Strohmeyer reported the need for Thank You Notes to be used by Staff Council. The motion was made by Jodee Tennyson and seconded by Linda Land to purchase 1,000 two-color note cards and envelopes. The motion was approved. Donna Strohmeyer will keep the cards in her office. Please contact her if you need any.

ANNOUNCEMENTS: Diane Rodriguez announced that TAEOP is raffling a wreath. Chances are $1.00 and the drawing will be held on December 14. Donna Strohmeyer announced for Leah Schultz that the deadline for staff grants has been extended to December 15. Susan Davis wished everyone a Merry Christmas.

The meeting was adjourned at 2:04 p.m.
MINUTES -- STAFF COUNCIL MEETING

November 1, 2001

The President, Donna Strohmeyer, called the meeting to order.

The minutes of the previous meeting were approved as amended.

Treasurer's Report - no report

COMMITTEE REPORTS

Campus Representation - Dana Foster reported that approximately 21 staff attended the Lunch with Council. The survey sent out jointly with the Staff Development committee had 159 responses returned and tallied. Dana reported that 21 of 43 employees were placed on the University committees they were recommended for.

Employee Recognition -- Donna Hendrix reported that the Employee of the Year Banquet was held on October 4 with Jan Irons being named as the 2000-2001 Employee of the Year. The committee has not met formally, however they are taking care of business. Gary James was selected as the October Employee of the Month and the November presentation is scheduled for November 5. She also reported that the Banquet for Employee of the Year was under budget.

Compensation and Benefits - Leah Shultz reported that her committee was looking into overtime payment for work done during extracurricular activities and that procedures were being submitted to Mr. Graham. They have requested that the scholarship funds made available for staff scholarships be doubled.

Killeen - Susan Davis welcomed the staff council members to the Killeen campus. They are looking forward to a presentation by Dr. Edward Wagner on Diversity. A round table will be held. She reported that the Killeen campus is happy and fully staffed.

Public Relations - Cynthia Carter reported that the web page has been updated. A draft of the brochure was made available. She is to begin working with Nancy Pricer to place news items in Archway Online.

Special Events - Linda Land reported that the Holiday Magic committee had met on October 30. Festival of Trees has over 1200 children coming for tours. The commercial trees category is new this year and Andi Trinque is working with Darrell Brown on this. Freddie LeJeune reported that her committee was on schedule and flyers were being distributed about Holiday Magic. Linda Land reported that the entry fee for Christmas Showcase had been increased this year to
$15/space and will be increase next year to $25/space. Any additional funds generated will be deposited into an account for staff scholarships.

**Staff Development** - Nancy Stephenson reviewed the responses to the survey. The Staff Development Enrichment Activity will be moved to a May date as a result of the survey. She stated her disappointment in the lack of response from the night shift employees.

**President’s Report** - Donna Strohmeyer had met with Mr. Graham this week. The university is working with the city to do a study regarding the flow of traffic and a private consultant has been brought in. The university now owns the property known as the old Delta Chi house. There is some discussion of moving Environmental Services to that building once it is cleaned up. The university will own the Pizza Place property soon. The owners plan to relocate. The water tower is being painted on both sides with the Tarleton logo. The Killeen campus will be added to the computer replacement program next year. Several fees are being reviewed and will be presented to the Board of Regents in January. Also, the Library and Science building renovations are under way. This will be a long process.

**Old Business:** Maureen Scantling inquired about the status of the night shift pay differential. Donna Strohmeyer reported that this has been discussed and there will be no pay differential. Maureen asked about the Thanksgiving Turkeys and Donna Strohmeyer reported that this would not be done this year.

**New Business:** The Calendar Committee proposal was given to members for review. A motion to request the addition of a Writing Proficiency Exam date to the calendar for the second five week summer session was approved. Mary Garcia requested that the schedules of classes include the building for Killeen locations.

**Announcements:** Dana announced that we would be holding Coffee with Council following the meeting. Cynthia Carter made an announcement.

There being no further business, the meeting was adjourned.
MINUTES -- STAFF COUNCIL MEETING

October 4, 2001

President, Donna Strohmeyer, called the meeting to order. She welcomed guest speaker, Dr. Dennis McCabe, President, Tarleton State University. Dr. McCabe addressed the members stating his confidence in the council and depended on their input to represent staff positions. He stressed the importance of communication and asked that we share information with our colleagues. He suggested that we all be prepared to deal with unexpected events, reference the events of September 11. Dr. McCabe then addressed the University goals: 1) Creating a Culture of Excellence, 2) Being the finest teaching institution in the southwest and 3) being student responsive.

Donna Strohmeyer thanked Dr. McCabe and Mr. Graham for coming to the meeting.

The minutes of the previous meeting were approved.

Treasurer's Report: Linda Land gave a break down of the budget. Reallocation will be discussed at the next meeting. She reported that Killeen will have monies allocated to them for operational expenses. $1000 of the 2000-2001 budget was put back into Staff Development Grants.

Committee Reports

Campus Representation: Dana Foster reported that the committee had met on September 11. Lunch with Council is scheduled for October 9. Coffee with Council will be held in Killeen on November 1, 2001. Survey had been sent out to all staff.

Compensation and Benefits: Leah Schultz reported that the committee met on September 12 and $1,233 in grants was awarded. The committee is looking into payment of overtime for staff who will be working during UIL/Basketball tournaments. They are also discussing Employee Scholarships with Barbara Lee.

Employee Recognition: A report from the Employee Recognition Committee was handed out.

Killeen Campus: No Report.

Public Relations: Cynthia Carter reported that the Staff Council brochure has been sent to Nancy Stevenson for corrections. The web page update is coming soon.

Special Events: Linda Land reported that Holiday Magic is coming up. The new sign will be put up on the corner of Harbin and Washington. Flyers are printed and ready to go out. Magnetic
Signs have been made for placement on the shuttle buses. The electronic sign by the football field will advertise for free. This is the first year this has been done. The Festival of Trees is going good. The Christmas Showcase Committee met and made assignments. The vendor flyers will go out next week.

**Staff Development:** A survey concerning staff development event is ongoing and the committee is waiting for results.

**President's Report:** Donna Strohmeyer reported that she has met with Mr. Graham Tarleton has purchased the property at the corner of Lillian and Jones. The water tower will have the University logo painted on it. The leak in the chill water loop has been fixed. Landscaping in that area will be replaced by the contractor. The Texas A&M University Board of Regents met and awarded Professor Emeritus status to Dr. Roy Eller and Dr. B. J. Alexander. The doctoral program has been approved by the A&M Board and is awaiting approval by the Southern Association and the Higher Education Coordinating Board. The lead abatement of the old rifle range is completed. It will be renovated for office space. The issue of closing Lillian, Vanderbilt and Jones streets went back to city council.

**Old Business:** None

**New Business:** None

**Announcements:** Donna Strohmeyer reminded everyone that the November 1, 2001 meeting will be held in Killeen. We will leave around 10:30 a.m. for the 1:30 p.m. meeting.

Donna Strohmeyer thanked Past-President, Andi Trinque, for her service to Staff Council and gave her a gift from Staff Council.

She reminded members about Lunch with Council next week, the Employee of the Year Banquet that evening, and that TAEOP would be serving refreshment during the football games.

The meeting was then adjourned.
MINUTES -- STAFF COUNCIL MEETING

September 6, 2001

President, Donna Strohmeyer, called the meeting to order.

The minutes of the previous meeting were approved as corrected.

President's Report:

Donna Strohmeyer reported that money had been transferred to pay for the noon aerobics class. Coffee cups have been ordered for new employee orientation. Leah Schultz has completed listing of employees by EEO categories and copies were given to Staff Council Representatives to use if they need a substitute for the meetings. President Strohmeyer reported that she had submitted questions to be added to the survey being done by Dr. Collier. The University Committee assignments list is out and Dana Foster is asked to compare it to the recommendations submitted by Staff Council. The digital camera has been purchased and is located in the Human Sciences office. Executive Council will meet to establish guidelines for its use.

President Strohmeyer met with Mr. Graham on September 5th. He reported the following information:

Budgets are in place and Tarleton has received a 19.4% increase. Several classified jobs were reviewed and salary levels upgraded. Most were upgraded two steps which added approximately $600.00 to the salary. Graduate Assistant salaries increased by $1,000.00 and scholarships also saw an increase. Tarleton Central Texas has been moved into the formula funding system. They must be funded fully by other means beginning next year.

Utility costs will take a big hit on budgets this year. An additional $1 million in state money was allocated for utility costs, however this still will not cover everything.

Tarleton received $250,000 in research money for the first time. The money is in a holding account until guidelines are set.

$18.7 million in Tuition Revenue Bonds will be used to renovate the old science building. The Department of Math will be moved to that building and the Dick Smith Library will be expanded into the current Math facility. An entrance from Lillian Street is a possibility.

The Board of Regents has approved acquisition of the property on the corner of Lillian and Jones. We are waiting for final approval from the Commissioner of Higher Education.
There are 70 minor construction projects underway totaling $4 million. Auditors will be on campus the week of September 10th reviewing the university's purchasing processes.

Treasurer's Report

Linda Land reported that the 233500 account has a balance of $501.50 and the 213500 account has a balance of $1,616.24. The new budget figures for Staff Council are in.

Committee Reports

Campus Representation: No report.

Compensation and Benefits: No report.

Employee Recognition Committee: Donna Hendrix reported that the committee met on Monday, August 27, and finalized plans for the Employee of the Year Banquet. The 2000-2001 honoree has been approved by President McCabe and the plaque is ordered. The programs are being done by Donna Haynie, Jodee Tennyson is in charge of decoration and is under budget. A memo will be sent to all staff early in September. Andi Trinque has requested pictures for the video. Donna Hendrix has finalized menu plans and gifts for the recipients are ordered. Jodee Tennyson will present a toast to this years honorees. The next Employee of the Month presentation is scheduled for September 14th. The newly requested, and approved, perquisites will be given for the first time as well as the banner for the office of the recipients. The next meeting is scheduled for Monday, September 24th.

Killeen Campus: No report.

Special Events: Linda Land reported that the committee is assigning members to subcommittees and this should be completed shortly. Freddie LeJeune and Mary Griggs are co-chairing "Holiday Magic" and will be responsible for publicity and advertisement of all events happening during that week. Linda Land and Sue Corley are CO-chairing "Holiday Showcase" and Andi Trinque and Jodee Tennyson are CO-chairing "Festival of Trees." All subcommittees are work and planning for Holiday Magic Week scheduled for November 26 - December 1. The theme for Festival of Trees is "Texas Traditions." Entry forms will be distributed shortly. Vendor invitations for Holiday Showcase will be mailed the first of October. Greg Ball with the Jazz Band and Charles Rives with the Choir are willing to participate in Holiday Magic again this year.

Old Business: None

New Business: None