President Georgia Thomas-Jordan called the meeting to order. The following members were absent: Janice Quade, and Brenda Sudman. The following individuals were substitutes for members: Andi Ackermann for Rhonda Holman, Leah Schultz for Tracy Holtman, Jo Anna Ince for Freddie LeJeune, and Sharon Battenfield for Martha Mittel.

A motion was made by Linda Land and seconded by Sonya Segura to approve the minutes of the previous meeting. The motion was approved.

**TREASURER’S REPORT:** A written summary was available for review. The report showed a balance of $3,577.14 in account 213500 and a balance of $2,770.44 in account 233500. A motion was made by Steve Wilson and seconded by Sonya Segura to approve the report. The motion was approved.

**COMMITTEE REPORTS:**

**Employee Recognition:** The July 2003 Employee of the Month was awarded to Mary Chenault on Thursday, July 17, 2003. The committee met July 16, 2003, to discuss the Employee of the Year Banquet details and committee assignments. The committee ranked the twelve Employee of the Month recipients from this past year. The top three candidates from this ranking are the nominees for the Employee of the Year award. The ballot for the Employee of the Year award was distributed to Staff Council members at the regular meeting on August 7, 2003. The August 2003 Employee of the Month presentation is currently being arranged.

**Compensation & Benefits:** We have received 11 applications for Fall Staff Development Grants. These total over $2,700 but we only have $900 for the grants. We are in the process of selecting three new members from the list of non-Staff Council volunteers. As soon as these members are chosen, we will meet to review the applications and award the grants.

**Killeen:** Self Defense class has progress well and will be repeated. Mary requested the need for Appreciation letters from the Employee Recognition Committee, Linda Land will fax some to Stacy Ferrell along with the treasure report and previous meeting minutes.

**PRESIDENT’S REPORT:** Dr. McCabe’s Meeting with Budget Task Force on July 14, 2003:

- Overall budget compared to this past year is down a half percent.
- Requesting $75.00 per month increases in salaries from Board of Regents.
- Departmental operating budgets (overall) won’t change
Meeting with Mr. Graham on August 5, 2003:

- Dr. McCabe will be meeting with the Finance Committee at College Station on August 18, 2003 to discuss the proposed FY2003-04 budget. He will meet with the Board of Regents to receive approval or denial of the FY2003-04 budget.
- Have not received a report from the State Fire Marshall yet.
- An agreement has been signed to use the Banner System. Conversion has begun. The goal is to use the Banner system for fall 2004 registration. Darla Fent and Kim Roberts are coordinating the conversion process.
- Tuition and Fees increase was approved.
- The second on-line degree program has been approved for Human Resource Management.
- Initial figures for fall enrollment are up 12 percent. Housing is releasing people from their contracts because they are overbooked.
- Summer Commencement is Saturday, August 9, 2003. There are 334 students eligible to graduate.
- New housing construction is expected to begin around October 1, 2003 on the vacant lots at the corner of Rome and Frey Streets. Camden Contractors who built the new apartments has the contract for this project.
- The Math/Library project is on hold due to additional requirements, which have been met. At the next opportunity we hope to get approval to begin construction.
- W. K. Gordon Museum Research Center on I-20 will soon be turned over to Tarleton. It is currently being leased through the Tarleton Foundation. TXDOT has agreed to put up billboard signs on each side of the center to advertise for us.
- Paving of the parking lots will begin soon.
- Annual Enrollment for benefits has been completed.
- Human Resources have announced changes in retirement policies to faculty and staff.

OLD BUSINESS: Steve Wilson informed the council that the Faculty Staff Directory was not yet available; hopefully it would be up by next week.

NEW BUSINESS: The council voted on the Employee of the Year Candidate. Ralinda Stone excused the individuals who were substituting for members and any members who had been Employee of the Month. Ralinda will tally up the voted. October 2, 2003 has been reserved for the Employee of the Year Banquet.

ANNOUNCEMENTS: TEOAP membership drive has started. New officers will be installed in August and the first meeting will be September 11th and 12:00 (noon) in Room 208 of the Administration Building.

The University General Faculty/Staff Meeting held by President McCabe will be August 29th at 2:30 PM.

A motion was made by Jim Pack and seconded by Sonya Segura to close the meeting. The motion was approved.
The meeting was adjourned at 10:45.
President Georgia Thomas-Jordan called the meeting to order. The following members were absent: David Hooks, Waverly Inman, Freddie LeJeune, Angie Murray, Janice Quade, Diane Rodriquez, Ray Savage, and Sonya Segura. Jodee Tennyson substituted for Linda Land and Sherri Taylor substituted for Brenda Sudman.

A motion was made by Rhonda Holman and seconded by Martha Mittel to approve the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land was not present to make a report. A written summary was available for review. The report showed a balance of $4,007.33 in account 213500 and a balance of $12,829.57 in account 233500. Stephen Wilson asked a question about student wages being over budget. Georgia explained that money had not been allocated to keep a student worker during the summer. The budget has been updated for coverage this next year.

COMMITTEE REPORTS:

Employee Recognition: The June 2003 Employee of the Month was awarded to Steve Blum on Thursday, June 26, 2003. Linda Land and Ralinda Stone, Employee Recognition Committee co-chairs, and Georgia Thomas Jordan, President, traveled to Killeen to make the presentation. One new Employee of the Month nomination was received and forms were mailed to the Employee Recognition Committee members. Scores were due by Friday, June 27, 2003. Approval for the July 2003 Employee of the Month is in progress. The co-chairs met June 11, 2003, to discuss plans for the Employee of the Year banquet, which will be held on Thursday, October 2, 2003. The committee will meet at 2:15PM on Wednesday, July 16, 2003, in Room 223 of the Library.

Campus Representation: Leah Schultz put the committee list on the web for staff to choose the committees of their choice. We had 58 named responses and 5 responses, which showed no name. We compiled the responses for University committees according to choice and sent a memo to Dr. MaCabe. We will give a list of staff choices for staff Council committees to the appropriate chairs.

Killeen: Jonathan Hudson has agreed to offer 4 self-defense classes at the Killeen campus. They will be July 18th, 25th, August 1st and 8th from 5 to 9pm. Staff members may contact Mary Garcia for more information.

PRESIDENT’S REPORT: Georgia met with Mr. Graham on June 11th and July 1st. In these meetings the following items were discussed:

- Mr. Graham’s office is in the process of preparing a budget for the next year. The budgets have to be ready and sent to A&M by July 15th. The budget will be presented to the
• Dr. McCabe is looking at ways to help ease the financial strain for faculty and staff caused by no raises and increases in medical insurance. He is also looking at efficiency and effectiveness adjustments to help save money in the budget. There will be no large lay-offs. Georgia has been invited to a meeting July 14th by Dr. McCabe’s office where he will announce his plans for changes to help with these two issues.

• The Staff Council President has been invited to the President’s Planning Retreat scheduled for July 15th.

• Mr. Graham will be in Commerce July 24th-25th asking the Board of Regents for approval to increase tuition and fees, and requesting a bond for $1.6 million. This will be used to renovate the parking lots beginning with the parking lot behind Tarleton Center and around the island, with 5 yr financing paid annually.

• Mr. Graham and Wanda Mercer will be at College Station July 2nd – July 3rd looking at five proposals from contractors for new residence housing. A proposal will be chosen and then sent to the Chancellor for his signature of approval.

• Changes after September 1st:
  o Staff who receive vacation time will notice an increase in their vacation by 1 hour each month and will have 12 hours more maximum carryover per year.
  o If you read your email you have noticed there will be some changes made to retirement policies. Pay attention to future emails from Human Resources for the final verdict, especially those of you who are considering retiring soon.
  o As you have seen by the notices in your phone bills the personal long distance service will be discontinued. With the popularity of cell phones by students this service is no longer cost efficient.
  o In the past we have been told about some changes in rules for those who are notary publics. Diane Locke & Sharon Haynes for the Stephenville campus and Sherry Hansen for the Killeen campus will be bonded by Mr. Graham’s office for personal notarizing at no charge for faculty, staff and students. All other notary publics can only notarize state business.
  o The 60-day delay for filling a vacant position will continue.
  o Foreign travel restrictions will continue.
  o New positions will be hard to find.

• Other Changes
  o Environmental Services night crew has changed their shift to 4 a.m.-1 p.m.
  o Faculty/Staff Directory is now on the Tarleton website and will no longer be sent out as a “phone book”.
  o A Job Order Contractor will be setting up a trailer on the corner of Vanderbilt and Cain Streets (across from Control Center) to help Tarleton catch up on some of our major construction projects.

OLD BUSINESS: None

NEW BUSINESS: The design of the website for Staff Council has not been updated in 6 years. The Public Relations committee asked if everyone was in agreement that an updated look would be a good thing. A new look/design will be created.
ANNOUNCEMENTS: Remember Annual Enrollment is going on this month. Meetings are scheduled at 10:00 and 1:30 Monday July 7th. The meeting for retirees will be held at 10:00 on Tuesday July 8th. All meetings will be in Thompson Student Center Ballroom A.

The meeting was adjourned at 10:52.
President, Georgia Thomas-Jordan, called the meeting to order. Introductions of staff council members were made. The following members were present: Stacy Centers, Joetta Cowan, Debye Cox, Darla Fent, Stacy Ferrell, Mary Garcia, Nickie Hicks, Rhonda Holman, Tracy Holtman, Waverly Inman, Linda Land, Freddie LeJeune, Martha Mittel, Angie Murray, Jim Pack, Diane Rodriguez, Leah Schultz, Sonya Segura, Georgia Thomas-Jordan, Kay Wiley, and Stephen Wilson. The following members were absent: Cindy Hess, David Hooks, Janice Quade, Ray Savage, and Ralinda Stone.

Georgia gave an "Intelligence Test" to get started. Everyone enjoyed this. Staff Council members received their "notebooks" with this year's meeting schedules and committee assignments in them.

The next order of business was the election of officers for Vice President, Secretary, Treasurer, and Parliamentarian. Georgia Thomas-Jordan opened the floor for nominations. Rhonda Holman was elected Vice President. Tracy Holtman was elected Secretary. Linda Land was elected as Treasurer. Jim Pack was elected Parliamentarian.

Tracy Holtman distributed minutes from the previous meeting. Sonya Segura made a motion they be accepted. It was seconded by Martha Mittel. The minutes were approved.

**TREASURER'S REPORT:** Linda Land reported that the balance in Account 233500 is $12,829.57 and the balance of Account 213500 is $4,277.91.

**COMMITTEE REPORTS:**

**Campus Representation:** Debye Cox reported that the "Meet, Eat, and Greet" with Staff Council did not happen this year because of weather issues. Her recommendation is to have events for the staff to get to know about staff council, maybe schedule the "Meet, Eat, and Greet" twice a year.

**Compensation and Benefits:** Stephen Wilson gave the following summary of the Compensation & Benefits committee’s activities for the 2002-03 fiscal year:

In the past year the Compensation & Benefits committee met twice to award Staff Development Grants. Total money requested was $4,600.90. Total money awarded was $1,644.00. Total money spent toward Staff Development Grants was $1,029.00. This amount is considerably less compared to previous years due to budget cuts and the suspension of travel. Compensation & Benefits committee helped to sponsor the noon exercise classes through the P. E. and Health Department. A memo was forwarded to Dr. McCabe through Staff Council requesting clarification of office hours during the 10-hours a day, 4-day workweek.
**Employee Recognition:** Employee of Month for May 2003 is Linda Kent of Telecommunications. Co-chairs for the committee for 2003-04 will be Linda Land and Ralinda Stone. They have scheduled a meeting with Donna Hendrix to make the transition a smooth one. In addition to Staff Council members serving on the committee (Joetta Cowan, Rhonda Holman, David Hooks, and Kay Wiley), Chief Hooper and Donna Hendrix will continue to serve on the committee. We will meet shortly to start work on planning the upcoming Employee of the Year Banquet to be held the first Thursday of October.

**Public Relations:** The public relations committee was co-chaired by Cynthia Carter and Tracy Holtman last year. Because of budget issues Staff Council brochures were only distributed at new employee orientations. The Staff Council web page and email were utilized more to communicate with the Campus. Announcements for each Employee of the Month were sent via e-mail. Updates have been made to the web site. (http://www.tarleton.edu/~staffcon/) Please check to make sure all information is correct, especially phone numbers, departments, and email addresses.

**Special Events:** Stacie Centers and Sonya Segura are going co-chair the Festival of Trees with help from Kay Wiley. Freddie LeJeune is looking for a co-chair to help with the Holiday Showcase. The Showcase will be December 5th. They are looking into relocating it into the Gym and hosting the event for two days - Thursday and Friday. The calendar is again affecting Special Events because of the Thanksgiving break, but it should be back to normal next year. Freddie has already received inquires about the Showcase.

**Staff Development:** Sonya Segura gave the report for this committee. Over 250 staff attended the event, "Under the Big Top". The luncheon and workshops were well attended and the majority of the comments were good. In the future, we should consider soliciting a speaker that has attending a conference or workshop. The humor in the workplace was evident throughout the day. The popcorn was a success for the afternoon snack as were the variety of cold drinks. Relaxing workshops seemed to be what our staff wanted and we received lots of positive comments. The committee was very successful to work with and made the chairperson's job easier. The staff enjoy visiting with each other throughout the day so maybe provide more opportunities for staff interactions. A big thank you to those who served on the committee. I believe the event was successful.

**Killeen:** Mary Garcia gave the report, which was a summary of the year's activities. Of the Staff Council events held in Stephenville this year, some Killeen Staff members were able to attend the Festival of Trees and Staff Development Day. Everyone enjoyed themselves. This year several staff requests were resolved. In fall of 2003, the Killeen Staff may apply their Employee Scholarship to any classes they take at Central Texas College. This is a benefit for the Killeen Staff that are still working on any lower level courses. We appreciate all the hard work that went into getting this done. Additionally, the Killeen Staff asked to have reserved parking. Ms. Cheryl Smith volunteered to pay the cost to have this done. Hopefully the parking will be painted and ready by fall 2003. Finally, the Killeen Staff is still earning tokens for the auction I plan to have in the future.
Leah Schultz was presented a "TV" (make believe) and a gift certificate by Georgia Thomas-Jordan for her service as President of Staff council during the past year.

The Committees broke out into planning sessions to gather ideas and start working towards a great year in Staff Council.

We broke for lunch, and then returned to our respective campuses.
MINUTES
STAFF COUNCIL MEETING
May 1, 2003

President, Leah Schultz, called the meeting to order. All members were present except for Gloria
Hyde and Sharlene Shigley. Tonya Doyle substituted for Ralinda Stone.

The motion was made by Cynthia Carter and seconded by Martha Mittel to approve the minutes
of the previous meeting. The motion was approved.

COMMITTEE REPORTS:

Staff Development: Sonya Segura announced that Staff Development Day is Thursday, May 15.
Registration forms have been sent. As of today’s date there are 246 registered for lunch and 250
responses for workshops. If you have not sent in your form, please contact Debra Hooper in
Publication and Graphics by Monday, May 5, 2003. They will have door prizes and the cash
drawing. Plan on attending and having “Fun Under the Big Top.”

Treasurer’s Report: Linda Land reported that there is a balance of $5,211.62 in
Account 213500 and $17,005.52 in Account 233500. We still have summer aerobics to go and
there are no Staff Development Expenses shown. Leah Schultz commented that we also try to
pay for the fall aerobics out of this year monies.

President’s Report: Leah Schultz reported that the Budget Task Force Committee’s
report is due today (May 1, 2003). Duplicate suggestions were combined and submitted as one
and things already being done were not submitted. Leah had spoken with Mr. Graham about the
Staff Council Budget. He reported that he is pleased with the work we have done with tightening
our budget. He said that if the budget is not as dire as predicted we might get more funding
approved. We will not know anything until maybe May. The House and Senate bills will go to a
Joint Committee. If the Comptroller approves, the monies will be available quickly, if not the
process starts over. Tarleton budget hearings are on going and showing a 7-12% cut until we
hear more.

Leah reported that the Employee Compensation and Benefits Committee had addressed an issue
regarding scholarships for the Killeen folks. They are only able to apply for two years whereas
Stephenville employees can apply for all four years. Killeen employees are now approved to
apply for the scholarships for use at CTC with implementation in the fall.

The Fire Marshal came and some changes are being made. Other recommended changes are
being negotiated.

On-going projects include a new residence hall to be built by the sand volleyball courts and will
include 265 beds. This will replace Moody eventually, but with housing applications up, Moody
will continue to be used. Residence Halls are money-generating entities and are not included in
the budget cuts. This is an auxiliary fund. A new apartment pad is scheduled to be built where the two houses are next to the existing apartments. Again this is an auxiliary fund item. By August 2004 we should have 300 new beds available for students.

The SRS upgrade was made and will come in phases. The SIS will be changed to Banner. When finished we will have the best system available on the market. These upgrades were purchased with PUF monies that are restricted for permanent use items. The University plans to keep moving forward and upgrading in spite of the budget woes because this is what is best for our students. The old apartments on Vanderbilt Street are being moved and there are plans to build a new dining hall being discussed with ARA. Monies were already available for the Library and Sciences building renovations. The Math department will move into the Science building and the Library will take over that portion of the building. These renovations are paid for using Tuition Revenue Bonds that are released periodically by the Coordinating Board. The bonds for the renovation should be released soon. Construction should begin in October.

The Building Committee has submitted 20 renovation requests based on needs of the university and students. Linda Land has served on this committee.

Leah told members that she has enjoyed working with all of them. She expressed special thanks to the Executive Committee. She then recognized those members who will be going off the Council: Cynthia Carter, Donna Strohmeyer, Donna Hendrix, Cindy Black, Diane Rodriguez, and Sharlene Shigley. She thanked them for their time and appreciates all the work they have done for Staff Council.

Leah reported that the Retreat is scheduled for June 5, in Hamilton, Texas. She plans on spending the morning in session, having lunch and returning to campus early. Members are asked to be looking for an information packet about this soon.

**NEW BUSINESS:**

Elections will be held next week to replace representatives and for categories who need more representatives, such as Killeen. Leah will chair the Elections Committee and Kay Wiley and Rhonda Holman volunteered to help prepare, mail out and count the ballots.

The floor was opened for nominations for President of Staff Council. Sonya Segura nominated Georgia Thomas-Jordan. Rhonda Holman nominated Martha Mittel, however Martha declined the nomination. Joetta Cowan nominated Cynthia Carter and Cynthia also declined the nomination. The motion was made by Diane Rodriguez and seconded by Tracy Holtman that Georgia be elected by acclimation. The motion was approved.

**OLD BUSINESS:**

Leah reported that Staff Council has passed a resolution for a statement of support to the Administration that would allow employees to put their name on the statement. She apologized that this had not been done. She reported that at the Executive Council meeting it was discussed that Dr. McCabe has requested a memo from Staff Council with input concerning the budget.
Leah suggested that this memo also include the Statement of Support. The motion was made by Donna Hendrix and seconded by Linda Land that Staff Council send a memo to Dr. McCabe addressing the issues of budget input and include the Statement of Support with this memo. The motion was approved. Leah will send a draft copy by email, prior to sending it to the President.

**Announcements**: Leah reminded members of the Distinguished Service Awards Banquet at 4:00 today in the Admin. Mall area. Diane Rodriguez announced the TAEOP would meet Thursday of next week at noon in Admin 208.

The motion was made by Jim Pack and seconded by Freddie LeJeune that the meeting be adjourned. The motion carried and the meeting was adjourned at 11:02 a.m.
MINUTES
Staff Council Meeting
April 3, 2003

Vice President, Cynthia Carter, called the meeting to order. All members were present except for Brenda Sudman, Gloria Hyde, and Stephen Wilson. Trudy Carlson substituted for Tracy Holtman, Karen DeFranchi substituted for Leah Schultz, and Ramona Simpson substituted for Cindy Hess.

The motion was made by Linda Land and seconded by Martha Mittel to approve the minutes of the previous meeting. The motion was approved.

COMMITTEE REPORTS:

Compensation and Benefits: Debye Cox reported that there is no make-up date for Meet, Greet and Eat with Council.

Campus Representation: Georgia Thomas-Jordan reported that the committee met on Monday, March 10, 2003 to decide if further action was needed in response to the request for priority registration for staff members who are attending classes. An e-mail was sent on March 25, 2003, to all Tarleton staff members with the following information: A request was made to Staff Council asking for the possibility of staff members who are taking classes to receive priority registration because of the problem due to closed classes and work schedules. Staff Council has followed up on this issue and has discovered that due to constraints of the registration system early registration for staff is not feasible at this time. Instead, many faculty members are willing to accommodate staff by issuing overrides for registration. If a staff member needs a specific class that is full, they may wish to contact the faculty member teaching the class to see if an override is available.

Employee Recognition: Donna Hendrix reported the Employee Recognition Committee met on Monday, March 24, 2003. They reviewed the budget proposal and approved it. Supplies on hand were reviewed. No purchases are required at the moment. The Employee of the Month Nomination forms that have been received were handed out. Scores are due by Monday, March 31, 2003. Discussion was held concerning who would be the next chair of the committee. It was determined that Linda Land and Ralinda Stone would serve as co-chairs next year. The meeting was then adjourned. This will probably be the last meeting until the new co-chairs take over.

TREASURER’S REPORT:

Linda Land reported that Account 233500 has a balance of $17,005.52 and Account 213500 has a balance of $5,211.62. Linda asked that if anyone was interested in serving as treasurer next year, to please see her.

PRESIDENT’S REPORT:
The following report was sent by President, Leah Schultz --Due to Mr. Graham’s busy schedule, she and Mr. Graham have been exchanging information via email and he has told us that our budget is due by April 14th. In his email regarding a question on whether grant money could be awarded for travel in the upcoming year, he stated that his guess is that we will be able to spend the funding we receive, based on the priorities set by the Staff Council.

Leah has started the preliminary planning stages for the Staff Council retreat in June by ascertaining whether the retreat needs to be held on campus or if it can be held off campus. Mr. Graham suggested holding it at a site that would be inexpensive such as the Langdon Center or Thurber. Leah will be working with the new president on finalizing these plans by May.

The Budget Task Force is compiling all ideas received via email, campus mail, the website and the forums. They received a memo from Dr. McCabe’s office inviting Staff Council to participate in this process, so if you have money saving ideas or revenue generating ideas, please send them on to me and I will get them added to the Task Force’s list.

General council elections will be held in May, as will the election of a new president at the May meeting.

**NEW BUSINESS:** The Budget for 2003-2004 fiscal year was handed out for review. The motion was made by Donna Hendrix and seconded by Rhonda Holman to approve the budget. The motion was approved.

**ANNOUNCEMENTS:** Donna Hendrix congratulated Angie Nimmo on being named Employee of the Month for March. Diane Rodriguez announced the TAEOP meeting on April 10 at noon in Admin. 208. The Bosses Luncheon is scheduled for April 29 in the Travis Room.

The meeting was adjourned at 10:45 a.m.
MINUTES
STAFF COUNCIL MEETING
March 6, 2003

President, Leah Schultz, called the meeting to order at 10:35 a.m. All members were present with Eugenia Duncan substituting for Joetta Cowan and Shawndi Wilson substituting for Cindy Hess.

The motion was made by Linda Land and seconded by Rhonda Holman to approve the minutes of the previous meeting. The motion was approved.

COMMITTEE REPORTS:

Compensation and Benefits: A suggestion had been brought to Staff Council asking for the possibility of staff priority during registration due to the difficulty of scheduling classes around work schedules and classes filling up. It was turned over to this committee for investigation. The following is a report of the initial investigation:

Georgia Thomas-Jordan asked Rosa Denson in the Scholarship Office for statistics concerning staff scholarship applications that had been turned in for Spring 2002 and Fall 2002. The numbers were 48 and 54, respectively.

Cindy Hess approached Kim Roberts in the Registrar’s Office about the possibility of priority registration for staff. Kim responded that the system would have to be altered for this and the problem with the “students” changing each semester would make priority registration difficult.

Cindy and I had previously discussed the possibility of a special walk-in registration day for staff. Through later discussions it was pointed out that not all staff would be available to register on that day and this would be unfair for them.

One suggestion is when staff register on-line and receive notice that a class has been closed they could speak to the instructor who is teaching the class about the possibility of an override. The system is set up so that there are still spaces available for just such an occasion.

Kay Wiley reported that she has requested overrides in the past and has never been turned down by a faculty member. Leah Schultz noted that Staff Council should educate staff on procedures to follow. Diane Rodriguez asked about grants and Leah responded that she has been unable to meet with Mr. Graham.

Staff Development: Sonya Segura reported that the Staff Development Day is scheduled for Thursday, May 15 and the theme is “Under the Big Top.” The committee will meet next week to finalize plans. They are still interested in receiving workshop ideas and need them by next week. More information and flyers will be available in April. Leah Schultz stated that this is a very popular event and she is looking forward to hearing Nurse Ducky.
TREASURER’S REPORT: Linda Land reported that account 233500 has a balance of $5,131.37 and account 213500 has a balance of $17,005.52. She noted that monies had been moved into the scholarship account.

PRESIDENT’S REPORT: Leah reported that Brenda Sudman in Curriculum and Instruction has been elected in category 4 to replace Sue Corley, who resigned from her position to take another position with the Tarleton Foundation. She welcomed Brenda to Staff Council.

All committee chairs have been asked to review their budget and make suggestions on where to make cuts if necessary. The two remaining events for this year, Staff Development Day and Eat, Meet, and Greet the council have been asked to save any money they can. Sonya and her folks have worked very hard to secure a speaker for free as well as donations from many area vendors for sodas and water. Leah expressed appreciation for all of the hard work these committees are doing to provide quality programming.

Leah has been appointed to the Special Task Force for Resource Savings with the charge to collect ideas that will save money for Tarleton or produce additional revenue. She highly encourages all staff to participate in this process by submitting ideas to the committee via the web page at [http://www.tarleton.edu/main/survey/budgetideas.html](http://www.tarleton.edu/main/survey/budgetideas.html). Leah reported that there have been many questions about the anonymity of this site and she assured us that it would be very difficult and time consuming to try and trace the person submitting an idea from this website. However, if you have concerns, she encourages you to type your suggestions and mail them to her anonymously at Box T-0880 or to any other member of the committee. She thinks it is very important that staff participate in this exercise and have the opportunity to offer ideas that could help avert this budget crisis.

Special permission will be requested to have Killeen employees attend the Staff Development Day in May. At her next meeting with Mr. Graham, the feasibility of this will be discussed.

Leah invited all staff to attend the Staff Forum scheduled for 2:30 PM on Thursday, March 13 in Room 102 of the Science Building to discuss budget issues. Attendance is encouraged.

NEW BUSINESS: There was no new business.

OLD BUSINESS: Leah presented the proposed Support Statement. The motion was made by Linda Land and seconded by Donna Hendrix to approve the statement as presented. The motion was approved. Leah stated that she would send out an email with the web address to access the statement as soon as it is ready.

Leah reported that she had received a response from Dr. McCabe concerning the question about the four-day, ten-hour day workweeks. The response is that offices must remain open during the scheduled hours on those days.

ANNOUNCEMENTS: Diane Rodriguez reported that TAEOP would meet March 13 at noon in Admin. 208. Mr. Pack asked staff to “dig deep, and give often” to help fellow staff member Lisa
Craig. He stated that she really needs our help. Leah Schultz announced that the new complaint policy is posted on the web for non-faculty complaints.

The motion was made by Rhonda Holman and seconded by Diane Rodriguez to adjourn the meeting. The motion carried and the meeting was adjourned at 11:00 a.m.
Minutes  
Staff Council Meeting  
February 6, 2003

President, Leah Schultz, called the meeting to order at 10:30 a.m. All members were present with Jennifer Barerra substituting for Tracy Holtman, Eugenia Duncan substituting for Joetta Cowan, Jeremy Wells substituting for Stacie Centers, and Joanna Ince substituting for Freddie LeJeune.

Leah introduced our guest speaker, Carol Barrett, from the Department of Human Resources. Carol spoke to the members regarding the changes in our insurance, which go into effect March 1. She reported that we should expect a substantial increase in premiums for next year. She also reported that the problems are nationwide, not just in our area.

The minutes of the previous meeting were approved as amended.

COMMITTEE REPORTS:

Campus Representation – Debye Cox reported that the committee had met and discussed Coffee with Council. They plan to keep the same format as last year, but the name will be changed. The date of the event is February 25 in the Library Multipurpose Room and sessions will be held from 9:30–10:30 a.m. and 2:30–3:30 p.m. They plan to have representatives from Human Resources, Business Services and Information Resources available to answer questions. Door prizes will be awarded. The committee will meet again next week to finalize plans. Flyers will be sent out. Members were asked to encourage participation in their departments.

Compensation and Benefits – Georgia Thomas-Jordan reported the committee met on January 10, 2003 to award Staff Development Grants. Sixteen applications were received and $945.00 was awarded. Due to the financial difficulties Tarleton is facing and Dr. McCabe’s request for the curtailing of travel all outstanding grants have been rescinded.

The program is on hold until further notice. Diane Rodriguez asked if grants would be available for summer travel and she was referred to Georgia. Leah Schultz reported that travel could continue if there is outstanding need, but this will require major justification. Diane asked if requests could still be submitted and the answer is yes with no guarantees of awards. Staff was asked to watch for more information prior to submitting requests. Rhonda Holman asked if the money would be taken out of our budget if not used. Leah reported that she did not know how the reductions would be handled but Mr. Graham has asked all managers of accounts to be frugal.

Staff Development – Sonya Segura reported that the Staff Enrichment Day is scheduled for Thursday, May 15 in the Thompson Student Center. Marcy Graves, "Nurse Ducky", will be the guest speaker. The topic is "Humor in the Workplace." Session suggestions can be emailed to Sonya this week. Plans are being finalized. The committee is looking at fun-filled, stress relief, educational type sessions.
TREASURER’S REPORT: Linda Land reported that the balance of Account 213500 is $5,131.37 and the balance of Account 233500 is $17,175.52. A question arose about funding summer aerobics due to budget cuts. Linda said she is waiting on a request.

Leah reported that our budget is in danger. Mr. Graham has been very lenient and allowed rollover of funds from one year to the next. This probably will not be the case in the future. Committee chairs have been asked to review the budget and offer suggestions to save money.

PRESIDENT’S REPORT:
· Welcome to new member Stephen Wilson who is replacing Barbara Lee on the council.
· All travel grants awarded this term by compensation and benefits committee were cancelled due to budget issues.
· Committee preferences for University and Staff Council committees will now be conducted online in conjunction with Faculty Senate.
· Information on the budget issues:
  o Approximately 7% of this year’s monies must be returned to the state. Most of this money will be captured through delays in refilling positions, over realized funds and a reduction in travel. The capture of over realized funds from fees and such allows the burden to be distributed among all departments. New positions will be very difficult to obtain and reclassifications of staff have been put on hold.
  o A task force is being created to assist the administration in preparing for budget shortfalls.
  o Administration received notice from LBB (Legislative Budget Board) to reduce legislative requests by approximately 12.5%. The figure is based on expenditures for 2002 and budget for 2003. This does not take into account the 15% growth in enrollment, which makes the reduction more like 18.5% reduction in legislative dollars.
  o Advice in preparing the Staff Council budget included: increases must be highly justified, and a flat budget should be presented with a prioritizing of reduced funds up to 10%.
  o Question about degree/certification completion being eliminated with other programs and Mr. Graham said that the increase would not be affected for sure through August and he thought that it would remain in place for the next budget year.

New Business: Leah reported that a staff council member had inquired about presenting a statement of support to our Administration. She said this would be totally voluntary and would be something to the effect that we understand the situation and appreciate what you are doing on our behalf. A signature page would be available for staff and/or faculty to add their names online. The motion was made by Martha Mittel and seconded by Linda Land that Staff Council develop a statement of support. The motion carried. Linda Land stated that she appreciated the information meeting about concerns and the opportunities given for input. Leah will appoint a committee to develop the statement and will allow review prior to submitting and opening the site.
Leah reported that a request to allow employees to register early had been received. After some discussion the motion was made by Donna Hendrix and seconded by Linda Land to submit this request to the Compensation and Benefits committee for review. The C&B committee will review the feasibility of this request and will report at the next meeting what they have found out.

**Old Business:** Leah asked members to submit their feedback forms to her by email or campus mail. Only four had been turned in so far.

**Announcements:** Diane Rodriguez announced that TAEOP would meet February 13, from 12:00-1:00 PM in Admin 208.

The motion was made by Jim Pack and seconded by Cindy Hess to adjourn. The motion carried and the meeting was adjourned at 11:15 a.m.
Staff Council Minutes  
January 9, 2003

President Leah Schultz called the meeting to order at 10:30 a.m. All members were present except for Waverly Inman, Gloria Hyde, and Angie Murray. Laurie Derrick substituted for Sonya Segura.

The motion was made by Sharlene Shigley and seconded by Kay Wiley to approve the minutes of the previous meeting. The motion carried.

COMMITTEE REPORTS:

There were no committee reports given.

Past President, Donna Strohmeyer reported that an election would be held to replace the position held by Barbara Lee. She commended Barbara for her service to the University and to Staff Council.

TREASURER'S REPORT: Linda Land reported that the balance of Account 233500 is $17,402.49 and the balance of Account 213500 had $1,760.13.

PRESIDENT'S REPORT: Leah Schultz had no formal report. She had attended the University Planning Retreat and reported that they had discussed the results of the Survey on Student Engagement, the changes being made for SACS reviews, and discussed the quality of a Tarleton education. A report will be sent later. Leah will meet with Mr. Graham later next week.

NEW BUSINESS: Leah handed out questionnaires for Staff Council members. They included questions concerning participation, programming and what other staff members think about Staff Council. Council members are to complete the first six questions and ask others in their offices and buildings about the last question. These are due within the next week and will be discussed at the February meeting. Budgets will also be discussed.

OLD BUSINESS: None

Announcements: Leah read thank you notes from several of the Huckabay school children that attend the Festival of Trees. She also thanked Barbara Lee for her 38 years of service to the State. Diane Rodriguez announce the TAEOP meeting at noon and Donna Strohmeyer announced that the Tibetan Monks would be on campus on January 28 at 7:00 p.m. Leah reminded members of the MLK banquet next Thursday and the Diversity Training scheduled for January 31.

The meeting was then adjourned.
Staff Council Minutes
December 12, 2002

President Leah Schultz called the meeting to order at 10:31 a.m. All members were present except for Debye Cox and Rhonda Holman. Debra Schwartz substituted for Angie Murray and Jerry Jordan substituted for Waverly Inman.

COMMITTEE REPORTS:

Campus Relations: No report.

Compensation and Benefits: Georgia Thomas-Jordan reported that the committee did not meet in the month of November. Through email, campus mail and phone calls they prepared some changes to the Staff Development Guidelines that will be presented during the December Staff Council Meeting.

Changes on the Hidden Benefits for Working at Tarleton web page will be made before the holiday break. If anyone discovers a discount from local businesses that is available to Tarleton staff that is not listed on the web page please notify someone on this committee so that it can be added.

Employee Recognition: No report. Donna Hendrix congratulated Ray Savage on being named Employee of the Month for November and announced that the December recipient will be named on Friday.

Killeen: Mary Garcia reported that they would have holding their ornament exchange/pot luck lunch on December 19. Six staff attended the Holiday Showcase on December 6.

Special Events: Kay Wiley reported that the Festival of Trees event was finished for this year. The committee began with a budget of $520, deposited an additional $400, and expenses came to $415.13, leaving a balance of $504.87. A portion of this balance will be donated to the scholarship fund. The committee had 34 sign up to do trees, however only 28 participants actually decorated trees. Of these 17 were student organizations, 7 were businesses and 4 were departments. Tuesday saw 489 children touring the trees exhibit, Wednesday had 460 children on tour and on Thursday 321 children toured for a total of 1,270 participants. Kay thanked everyone who participated and helped with the tours. Special thanks were given to her committee - Andi Ackermann, Kris Hendon, Marenda Horton, Wanda Hammack, Martha Mittel, Donna Hendrix, and Cindy Hess. Special thanks were given to Kerry Baker. She also thanked all the elves, Frosties, and maintenance and student center workers who helped.

Freddie LeJeune gave the following report: Holiday Showcase was held on Friday, Dec. 6, 2002 in the ballrooms of Barry B. Thompson Student Center. There were a total of 51 paying vendors
taking 79 spaces, and 3 free spaces, for an income of $1,185.00. The final cost amount has not
been determined, but it is estimated to be under $500. The estimated breakdown is as follows:

Ballroom cost - $200
Postage - $100 (includes mail-out for vendors and Holiday Magic mail-outs)
Paper - $15 (Holiday Showcase and Holiday Magic)
Sign update/ rental - $75 (Holiday Showcase and Holiday Magic)
Misc. - $15

On speaking with several vendors, new and old, the consensus was that there wasn't much
spending going on as in past showcases, but most were aware of the possibility due to the
economy and their having attended other shows. There were a lot of return vendors and several
new vendors with the furthest coming from Hobbs, NM.

Everyone that worked did a great job. Several workers have done the showcase before and
handled their area very skillfully and professionally and everything seemed to flow easily.

Many thanks and appreciations were given to those that worked council members and non-
council members.

Members who worked: Freddie LeJeune, Kay Wiley, Sue Corley, Donna Hendrix, Linda Land,
Stacie Centers, Rhonda Holman, David Hooks, Barbara Lee, and Jim Pack. Non-members who
worked: Carol Barrett, Mary Griggs, Paul Koonsman, Jim Cook, Patti Smith, Mandy Hollifield,
and Dawn Green.

The emcees for the event did a wonderful job and it was a successful event.

**Staff Development:** Sonya Segura reported that the committee met in November to gather
thoughts and ideas for the Development Day. They are waiting on confirmation of a speaker
before setting the actual date for the event. This will be decided in January and then the
committee will get busy. If anyone knows of a good speaker, they should contact Sonya.

**TREASURER'S REPORT:** Linda Land reported that the accounts are now current. Account
233500 had $1,876.52 brought forward for a balance of $17,318.05. Account 213500 had
$2703.01 brought forward for a balance of $6,406.75. The Executive Council will be looking at
budgets beginning in January.

**PRESIDENT'S REPORT:** Leah Schultz reported that she had met with Mr. Graham. They
discussed suggestions for the Holiday events for next year and talked about the proposed Staff
Development Grant guidelines. The university Planning Retreat will be January 8 and will focus
on Quality Indicators. They again discussed the notary issue and that notaries on campus can
only notarize Tarleton items and not personal items. Mr. Graham will be proposing having one
notary on campus to deal with personal items for students and one to deal with personal items for
faculty and staff. This will be presented in the future. A Fee Hearing will be held in January and
if approved the changes would take effect with the Fall 2003 semester. Mr. Graham will be
working to re-negotiate utility fees in January. Architects are narrowing down the designs for the
Library and Science buildings. The constructions dates have been moved back to November 2003, tentatively. Final touches are being made to the new student records system and it should be in place next summer. The Safety Committee Report is out concerning Lillian Street. The apartments on Vanderbilt have been sold and will be moved and some modifications are scheduled for the Science Building entrances. A student reference concerning the Student Endowment Fund was passed to provide additional funds for scholarships.

Leah announced that Barbara Lee would be retiring effective January 31. An election will be held at that time to fill her position on Staff Council. Leah thanked everyone who took time to help with the events held last week. She encouraged all Staff Council members to help with the final two events of the year - Coffee with Council and Staff Development Day.

**NEW BUSINESS**: Leah asked Georgia Thomas-Jordan to present the proposed changes to the Staff Development Grant Guidelines. Georgia explained that the changes were being requested to allow more time to research requests and verify information prior to awarding grants and to clarify that the grants are not free monies and that failure to file reports verifying the benefit of the travel could jeopardize future awards for some employees. The motion was made by Martha Mittel and seconded by Diane Rodriguez to accept the proposed guidelines. The motion was approved.

**OLD BUSINESS**: None

**Announcements**: Cynthia Carter announced that Commencement Exercises are Saturday and that Colonel Will Tate will be awarded an Honorary Doctorate at the 1:30 exercise.

The meeting was adjourned at 10:56 a.m.
President, Leah Schultz, called the meeting to order. All members were in attendance with Suresh Katuri substituting for Sharlene Shigley. Also in attendance were Cynthia Scott and Sherry Hansen.

The minutes of the previous meeting were approved.

**COMMITTEE REPORTS:**

**Campus Representation:** Debye Cox reported that the committee met on October 25, 2002. They spoke about the November council meeting in Killeen and whether they would need to have refreshments at that meeting. They decided that refreshments would not be necessary since it would be close to lunch. They will be having a "Greet the Council" time after the meeting to allow Killeen staff an opportunity to voice any concerns they may have. They will take suggestion sheets for the staff to write any concerns or issues.

The committee also discussed the Coffee with Council program for the Stephenville campus. It was decided that the same format as last year would be followed. They will move the event from Spring Break to February. They are going to try to arrange to have door prizes for the event to perhaps draw a crowd. They will meet again in November and December to discuss the Coffee with Council day further.

The committee previously met to make recommendations to Dr. McCabe for University Committees. Recommendations were made for 43 people to be assigned to 22 committees. 32 of the recommendations were placed on committees

**Compensation and Benefits:** Georgia Thomas-Jordan reported that the committee met at 1:00 p.m. on Wednesday, October 30, 2002. During the meeting the following items were discussed:

- Updating the Hidden Benefits of Working at Tarleton web page. Changes to the web page will be finalized by the end of the year.
- Plans to make changes in the Staff Development Grant Guidelines. A proposal for these changes will be presented to Staff Council during the December meeting.
- A final Budget report was presented to the committee for the Fall 2002 Staff Development Grants. A total of $699.00 was awarded to eligible applicants.

**Employee Recognition:** Donna Hendrix reported that the committee met on October 21. They reviewed thank you notes that had been received concerning the Employee of the Year Banquet. They discussed the finances for the event - the banquet was under budget. Nomination forms that had been received were handed out with scores due by November 1. Congratulations were given to Stephen Wilson, the October Employee of the Month recipient.
**Killeen**: Mary Garcia reported that they had held a pumpkin decorating contest. Five staff members participated. The winner was Ms. Debra Ganoung, Administrative Secretary for T-MATE. She received a heart shaped paperweight. Patricia Thomas plans to have a Salvation Army Angel Tree set up in the building around Christmas. Killeen staff members are forming a group to sing Christmas carols at various locations. A group of around 20 staff members would like to travel to Stephenville to participate in the Holiday Showcase on December 6, for a fun, fact-finding event. The trip would be an 8 to 4 event.

Plans were made to provide a snack for the Central Texas College Day Care children who visit the campus to sing Christmas Carols. An auction is under way. Each staff member who participates in a meeting, event or contributes ideas earns a coin. The coins are used to purchase items at the auction. Mary reported that the cap and gown problem had been resolved. Students may now obtain caps and gowns from the Central Texas Bookstore for the same price that Stephenville charges. Their next meeting is December 6. Paula Hill will discuss floral arrangements.

**Special Events**: Kay Wiley reported that the Festival of Trees committee met twice. Entry forms had been sent out. They were contacting schools, nursing homes, and Rock House for tours. The elves and Frosties were ready to go.

Freddie LeJeune reported that there were 45 vendors for the showcase along with Coke, Dr. Pepper and Town and Country Bank. Flyers had been posted and 4 marquees were scheduled. Emails will be sent out to remind everyone of the event.

Leah Schultz inquired about expenses for this event. Freddie reported that the banner, ballrooms and paper were the only expenses and they should clear about $200 for the scholarship fund.

**TREASURER'S REPORT**: Linda Land reported that the balance of Account 233500 is $15,459.55 and the balance of Account 213500 is $3,484.55. Any fund balances forwarded from the previous year are not included.

**PRESIDENT'S REPORT**: Leah Schultz reported that she met with Mr. Graham the previous Tuesday. They discussed the Oscar P parking lot and student complaints that the lot is closed for university events. The lot will not be closed any more this year and new guidelines are to be in place by the first of next year. Leah reported that state regulations prevent Tarleton from purchasing bonds for notaries. Therefore, only Tarleton business can be notarized. Employees are not protected if notarizing personal items. If an employee has questions, they are to contact the Office of Finance and Administration. She reported that the Facilities Improvement Committee is instituting a new process for requests. With health care costs rising there is much discussion about our insurance. Possible changes could take effect in March with notification sent in February. Staff may contact Georgia Thomas-Jordan with any concerns. Tarleton has been asked to use HUB Vendors more often. Mandatory training will be provided in the future. The closing of Lillian Street is still an issue. A committee is working on safety recommendations. The street will not be closed any time in the near future. Three houses on Vanderbilt have been removed. The apartments are to be demolished or moved however the large house will stay.
NEW BUSINESS: The proposed university calendar for 2003-2004 was disbursed for review. The motion was made by Diane Rodriguez and seconded by Waverly Inman to accept the proposal. The motion was approved.

OLD BUSINESS: There was no old business.

ANNOUNCEMENTS: Leah Schultz read thank you notes from Carol Barrett and Jodee Tennyson. She expressed thanks to Donna Hendrix and her committee for the Employee of the Year Banquet. Diane Rodriguez announced that TAEOP would be meeting on November 14 at the Horticulture Center. Connie Fox will be doing a program on "Decorating for the Holidays".

The meeting was adjourned at 11:10 a.m.
President, Leah Schultz, called the meeting to order. All members were present with Suresh Katuri substituting for Sharlene Shigley.

The minutes of the previous meeting were approved with corrections. The title "Coordinating Board" in the President's Report was changed to read "Board of Regents."

**COMMITTEE REPORTS:**

**Compensation and Benefits:** Georgia Thomas-Jordan reported that the committee met on September 10, 2002.

- We awarded Staff Development Grants. We received grant applications requesting $1909.22 and awarded $1550.22.
- We started the process of updating the Hidden Benefits of Working at Tarleton web page.
- We discussed researching the hidden benefits of Texas public universities and compare them with Tarleton's. This project will probably wait until spring.

**Employee Recognition Committee:** Donna Hendrix reported that the committee met on Monday, September 23, 2002. They finalized plans for the Employee of the Year Banquet. Ticket sales were down so an email was sent to extend the deadline. The final count was due to ARA on Friday, September 27, 2002. The committee will meet in the ballrooms at 2:00 p.m. on October 3 to begin decorating for the event. A new nomination for Employee of the Month was received. The chairman was awaiting approvals before sending it out for scoring.

**Killeen:** Mary Garcia reported that 18 staff members attended their meeting held September 13, 2002. Dr. Idoux spoke to the staff about the monthly meetings. He stated he was pleased they were having the meetings. He welcomed the staff support. Mary reviewed the minutes from the August and September Staff Council meetings, and reported that the November Staff Council meeting would be held in Killeen on November 7, 2002. The next Killeen staff meeting is scheduled for October 25th from 9:30-10:30 a.m.

A pumpkin-decorating contest is planned. The pumpkins will be judged at the next staff meeting. Another event planned is an auction. Each time a staff member comes up with an idea, event, feedback, or problem, they will receive a token to use during the auction scheduled around February 1 and will include various gifts from local stores. The purpose of this is to get staff involved.

The library would like to have large items delivered to the building. Currently, large items are delivered to the Center and then a work order is required to have them delivered to the library. There is a charge for this delivery.
The staff would like to receive reserved parking. They feel this would help keep students from parking in the Staff designated areas. It would also free up spaces that staff do not use.

Tarleton could not administer flu shots in Killeen, so they are looking for another way to have flu shots administered.

Ms. Catherine Johnson would like to find out how we can get repetitive course substitutions put in the computer. She feels that it would cut down on paper usage and time spent on the process.

**Public Relations:** Cynthia Carter reported that the inserts for the brochures have been ordered at a cost of approximately $80.00. They should be out next week.

**Special Events:** Kay Wiley reported that the Special Events Committee met on Wednesday, September 25 to start putting the plans together for the week of December 2-6. Freddie LeJeune reported that the vendor list is being revised and updated. The vendor invitation flyer has been updated and printed. Monday October 7 is the projected mail-out date. Cynthia will update the web site with the flyer. The event will be held in the Thompson Student Center ballrooms in the same manner as in past years. The gym and lobby areas were not available for the time needed due to finals.

Kay reported that due to restricted activities, SPA will be having their events on Monday evening in Ballroom A and in the lobby area. The trees committee will soon be planning the decorating activities for the Monday evening in Ballrooms B&C. Ballroom A will be decorated for the entrance/exit staging area after the SPA event is over and possibly Tuesday morning, if needed, before the tours begin. The brochure to sponsor a tree will be sent out within the next couple of weeks and also on the web site. The plans for decorating the ballrooms have not been finalized at this time.

Mary Griggs reported that she has been working on updating the big sign that will be placed at Harbin and Washington. The Jazz Concert that is usually held on Thursday night will be held in November, so there will be no activities on that night. She will be taking the sign to Signs and Designs for the update. Cynthia has completely redone the flyer that announces the week activities and distributed to businesses and schools. It will be put on the web site and distributed as soon as it is finalized.

**Staff Development:** Sonya Segura asked everyone to mark their calendars for May 13 and 14 for Staff Development Day. She asked for suggestions for speakers.

**TREASURER'S REPORT:** Linda Land reported that the balance of Account 233500 is $15,715 and Account 213500 is $4,100. $625.00 has been transferred to pay for Aerobics.

**PRESIDENT'S REPORT:** Leah Schultz reported that the Executive Board met with Dr. McCabe and Mr. Graham on Wednesday. She conveyed to the membership that both were pleased with the work we do and the time we give. Leah had met with Mr. Graham on Tuesday and he gave the following report: The Board of Regents awarded contracts for remodeling. The work on the Science Building will begin next year. The Math Department will then be moved to
the Science Building and work will begin on the expansion of the library. The parking lots are being redone. This is financed with reserved parking fees. When asked about where student ticket money went, Leah was informed that it goes to student scholarships. Mr. Graham reported that no surplus is projected and budgets will be tighter. All expansion plans are now on hold. PUF monies are being allocated. Enrollment is up 3.8%, and is at 8,300. Approximately 6,800 are on the Stephenville campus and 1500 are in Killeen.

**NEW BUSINESS**: None

**OLD BUSINESS**: Leah welcomes Stacie Centers to Staff Council. She explained that a runoff was held in this category, but due to an error in the reported start dates one of the candidates was declared ineligible, and Stacie was declared the winner.

**ANNOUNCEMENTS**: Leah reported that the next meeting will be held on the Killeen campus. For those who are unable to travel to Killeen, a TTVN site will be available - most likely in the Science Building. She encouraged everyone to attend the Employee of the Year Banquet that evening.

Diane Rodriguez invited everyone to the TAEOP meeting scheduled for October 10 from 12:00-1:00 p.m. in Admin. 208.

The meeting was adjourned at 10:50 a.m.
President, Leah Schultz, called the meeting to order. All members were present except for Mary Garcia.

The minutes of the previous meeting were approved. A correction was made to the July minutes. In the President's Report, the date "September 1, 2001" was corrected to read, "September 1, 2000."

COMMITTEE REPORTS:

Compensation and Benefits: Georgia Thomas-Jordan reported that the committee met on August 6, 2002. The committee made selections from the list of staff that wished to volunteer to sit on the committee. The committee added three new members making a total of nine members on the committee.

The committee discussed sending a memo through Staff Council to Dr. McCabe concerning a written policy for the four-day, ten-hour day, workweeks. The committee would like to have the memo ready to present to Staff Council during the September meeting. The committee discussed the goals for the year and possible ways to accomplish them. The committee plans to have a meeting the second week in September to award Staff Development Grants for Fall 2002.

Employee Recognition Committee: Donna Hendrix reported that the Employee Recognition Committee met on Monday, August 26. It was reported that the Employee of the Year for 2001-2002 has been approved. The Employee of the Year Banquet is scheduled for Thursday, October 3, 2002, at 6:30 p.m. in the Barry B. Thompson Student Center Ballrooms. Assignments were given for finalizing plans for the banquet. Table decorations were approved. Invitations will be sent out in early September. Scores were submitted for Employee of the Month nominees. It was reported that the newly approved "Employee of the Month" badges were ordered and have been received. Committee members volunteered to request gift certificates from local restaurants to replenish the supply. The next meeting is scheduled for Monday, September 23, 2002.

Special Events Committee: Freddie LeJeune reported that the committee sent a memo to Dr. McCabe and Mr. Jerry Graham requesting a waiver for student assistance for the week of December 2-6, which is restricted activities week. The request was approved by both with the stipulation that student assistance would be strictly on a volunteer basis. The committee is working on trying to get the big gym for the Showcase on Friday, December 6 with a plan to possibly have it carry over to Saturday if the use of the gym is approved. The square footage of the gym is 11,103 compared to 8,640 in the ballrooms. If the big gym is not available, the small one might be with 8,102 square feet and the lobby area. This would still be more square footage than the ballrooms. The committee should know something on this next week. Freddie had spoken with Russell Fairchild and he is planning on attending the Showcase for the day.
**TREASURER'S REPORT**: Linda Land reported that the budget is the same as for last year. $625 has been encumbered for Aerobics. The balance of Account 233500 is $2,188.00 and the balance of Account 213500 is $1,793.13.

**PRESIDENT'S REPORT**: Leah Schultz reported that there are various projects around campus. 3 of 4 houses have been moved north of the control center. The apartment complexes and remaining house will be demolished. Work has finished on the parking lots at the new apartments and work on other lots will begin soon. The tennis courts have been resurfaced. An architect for the library/science building renovation project will be announced at the Board of Regents meeting in September. The Board of Regents will vote on acceptance of the transfer of the Thurber property from the Tarleton Foundation to the University this month with Tarleton taking possession around the 1st of November. A dedication ceremony will follow. Work is underway to join the Amber Alert network. With children on campus in the childcare facility and the SAIL program, Tarleton will participate with other state agencies in this effort to recover missing children. Investigation into moving 911 services to the city has been completed. The move to city services was not considered cost effective so systems in the control center were updated. The task force on closure of Lillian will deliver its report in the next 60 days. A large imaging project on campus is underway to improve storage of and access to student records. In the next 24 to 36 months a new SIS system will be purchased and implemented. Color printing is now available in the student computer labs for fifty cents a copy due to an initiative from Student Government Association.

She also reported that the Staff Council budget was approved as recommended. Leah asked that if a committee is dealing with a departmental transfer to let her or Linda know in advance what the transfer was for.

**NEW BUSINESS**: Leah reported that due to the resignation of Ceskina Sewell an election is to be held to elect her replacement. As Past President, Donna Strohmeyer serves as chair of the elections committee. In accordance with the Staff Council Bylaws, the council is to vote on who serves on the elections committee. Donna Strohmeyer commended Leah on the computerization of the election process. She then moved to nominate Leah Schultz and Donna Hendrix to serve on the elections committee. A second was made and the motion was approved.

Cynthia Carter nominated Georgia Thomas-Jordan to serve as Parliamentarian on Staff Council. Donna Hendrix seconded. Jim Pack moved that Georgia be elected by acclamation, Barbara Lee seconded and Georgia was elected.

Leah Schultz then presented the Council with the draft copy of the memo to Dr. McCabe concerning the four-day, ten-hour day workweeks. Diane Rodriguez moved that the memo be forwarded, Freddie LeJeune seconded, and the motion carried.

**OLD BUSINESS**: None

**ANNOUNCEMENTS**: Leah reminded everyone of Ceskina's going away party that afternoon. Diane Rodriguez encouraged membership in TAEOP. Donna Strohmeyer reminded everyone of the September 11 tribute scheduled for Wednesday at the Military Memorial.
The meeting was then adjourned.