President Tracy Holtman called the meeting to order. The following substitutes were present: Billie Jo Simmons for Bobby Wadell.
Kay Wiley made a motion, which was seconded by Sherianne Boren-Magnani, to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Kay Wiley reported a balance of $12,501.08 in Account # 233500 and a balance of $5,054.73 in Account #213500. A motion was made by Connie Snider and seconded by Martha Mittel to accept the report as given. The motion was approved. Kay Wiley requested those using Staff Development Grants send a copy of the travel documents to her and if using a procurement card, also send copies of the receipts and vouchers.

COMMITTEE REPORTS:

Campus Representation: No report

Staff Development: No report

Employee Recognition:

The Employee Recognition Committee met and began planning this year’s Employee of the Year Banquet which will be held on September 30th, 2004, in the Thompson Center Ballrooms. This year’s theme is “Stars of Tarleton.” We feel that this year will be a great year and invite all staff council members to attend.

Members of the Committee, Mike Moser, Mary Ann Foreman, and co-workers gathered in the Business Office to present the July 2004 Employee of the Month to Buddy McIntyre. Plans are to present the August 2004 Employee of the Month on August 6th, 2004 at 2:00 p.m. This will complete the recipients for 2003-2004.

The Committee will present the recipients from which to choose the Employee of the Year to Staff Council at the end of the Staff Council Meeting. Only Staff Council members are allowed to vote.
The Committee met and discussed some changes to the criteria for nominating a person for Employee of the Month. This change will be brought forth to Staff Council for a vote at the September meeting.

**Compensation and Benefits:**

Stephen Wilson reported the committee has started collecting the fall Staff Development Grant applications. The deadline has been extended due to notification not being sent out. The committee discussed expanding the deadline permanently. They have received four applications as of this date. He also asked if grants applied for in the summer had their meeting cancelled could the funds be used at a later date. The Staff Council answered yes if the funds were used in the same fiscal year.

Stephen also reported the “hidden benefits” page will be updated with community businesses giving discounts to Tarleton employees.

Stephen Wilson inquired about a calendar to add to the website to post events.

**Public Relations:**

Ray Savage passed around the proposed new Staff Council brochure for approval. Ray Savage passed around the proposed name tags for Staff Council for approval.

**Special Events:**

The Committee will be meeting next Wednesday, August 11th, 2004 at 10:00 a.m. in Administration Building Room 210. They will be discussing the events for the fall at that time. Glenda Stone reported she spoke with Danice Pearson regarding holding the Festival of Trees in the Fine Arts Building. Danice will check into it and get back with her. The committee plans to do a staff survey to find out the interest in doing the trees provided there is a place to display them.

**Killeen:**

The following was reported by Stacy Ferrell:
Old Business:

There was discussion of end of year and Employee of the Month nominations. Staff is encouraged to contact the committee for individuals they wish to remain in the nominee pool.

New Business:

- Announcement that Marcus Perkins now serves on the employee recognition committee.
- Killeen staff has asked several questions about discounts for TSU staff regarding textbooks. When Stacy checked for the price of a textbook online there were no prices, she called the bookstore in Stephenville and was told due to competitiveness they do not quote prices online or on the phone. How can Killeen staff order books unless there is a way they can get a price?
- Would it be possible to arrange better pricing for employee-student textbooks? With the price of textbooks ever increasing, it would be a valued benefit and one that would apply equally to TSU-CT and the main campus.
- When the contract comes up for the vendor on campus, could the discount for employee textbooks be a little better than 10%. This staff member found one of her books more than 30% off at Amazon.com. Even with shipping considered, it was a much better price. The campus bookstore needs to be more competitive on the price.
- When faculty receives several desk copies, instead of just one, can the extras be made available to employee-students on a first-come/first-served basis. (Like when departments send out emails about extra office supplies)

Staff Concerns/Questions/Announcements:

Discussion was held about more Staff Council-sponsored team building activities here in Killeen.

An article in the Cove Herald about the RAD course appeared 3/4/2004. Since the copy was lost in transit in March, another copy was sent to Tracy Holtman in June.

PRESIDENT’S REPORT:

- Tracy thanked everyone that helped setup and work the table for the Annual Enrollment meetings. The President of the retirees was interested in what we were doing.
- Linda Land and Tracy went to the New Employee Orientation in July. They handed out mugs and pens to 10 new staff members.
- The holiday schedule has been officially announced. It was approved with no changes from the dates and information presented at the Staff Council Retreat in June.
Tracy met with Mr. Graham on Monday and the following was discussed:
- The budget for the next year was approved. It increased from $80 million to approximately $91 million.
- The Banner System is coming along. The Bursar’s office is being brought online this week.
- Salary letters were disbursed last week.
- The number of applications for admission is up.
- There will be 4 freshmen orientations this year, 1 transfer orientation, and 2 Duck Camps.
- Construction:
  - Traditions Dorm (Co-Ed dorm) had its final inspection on Monday. It was a $2 million project to fix fire code issues and improve the heating and cooling, dealing with humidity problems.
  - Centennial Hall- the bottom floor has already been inspected, the rest should be completed by August 15th, however the parking issues have not been resolved.
  - The New section of the Texas Village apartment is complete.
  - Health & Physical Education – There is a $1 million project and the work is being done by Tarleton personnel. They have been very busy, but keep being called away to other projects. New sprinklers, new exits, new gym floor (to be put in after graduation this week-end), should be completed around September 1st. There will be no problems holding classes in the building.
  - Work continues on the New Math building and the Library renovation. There has been a lot of progress made. Additional parking spaces have been taken over due to moving the utility loops.
  - The Board of Regents has approved naming the Auditorium in the Agricultural Building after Dr. Jessie Tackett. Renovations will include lowering the ceiling, painting, new carpet, and new seating.
  - The Board of Regents also approved the naming of the auditorium in the Science Building after Dr. Robert Fain. Announcements and ceremonies will be held after school starts.

OLD BUSINESS:
- Mr. Graham reported that he had received the Administrative leave (merit days) request and it had been reviewed by Angie Brown and the Human Resource department. Mr. Graham will be re-examining it, and then forwarding it to Dr. McCabe.
- Linda Land talked to the people at San Angelo State University about the letter they sent asking for our help in setting up their Staff Council. They reported they have it set up and it is running well—they no longer need our assistance. They will let us know if they have any further questions.

NEW BUSINESS:
- Tracy reported Mr. Graham and President McCabe said the University Committee requests should be sent out campus wide and an email is ready to be sent out. She will give the information to the Campus Representation Committee. They can send out an email with the link information.
- Linda Land reported Mr. Graham requested Staff Council attend and recognize staff that retires.
- Special Events- Kay Wiley reported the committee discussed replacing the “Bring Your Child to Work Day” with taking pictures of children in their costumes at the Fall Halloween Festival. After much discussion, a motion was made by Darla Fent to pursue taking pictures of children in their costumes during the Fall Festival. Mandy Hollifield seconded. The motion was approved.
- Public Relations- A motion to approve the new Staff Council brochures as presented and amended was made by Ray Savage. Linda Land seconded. The motion was approved.
- Public Relations- A motion to approve the Staff Council name tags as presented was made by Stephen Wilson. Sherianne Boren-Magnani seconded. The motion was approved.

ANNOUNCEMENTS:

Diane Rodriguez announced the new officers for TAEOP: President-Diane Rodriguez, Vice-President-Martha Mittel, Secretary-Debra Schwartz, Treasurer-Stacy Collier and Historian-Andi Ackermann. She also announced the next TAEOP meeting will be September 19th in the Administration Building, Room 208.

Tracy announced the October Staff Council meeting will be in Killeen on October 7th in room 156.

Java City was announced as the new coffee bar in the Library replacing Starbucks.

Tracy announced the Library will be closed the week of August 16th – 20th, but staff will be available to help by phone and email.

Linda Land dismissed all substitutes and members who had been selected Employee of the Month during the 2003-2004 year. Ballots with the top three nominees for the Employee of the Year were presented to the remaining members.

A motion was made by Linda Land and seconded by Debra Schwartz to adjourn the meeting. The motion was approved. The meeting ended at 11:30 a.m.
President Tracy Holtman called the meeting to order. The following members were absent: Debye Cox and Darla Fent. The following substitutes were present: Mary Howard for Joyce Goodman, Bill Currier for Jim Pack and Janie Jones for Glenda Stone.

Due to the fact there were new people on Staff Council, all members present introduced themselves during a special roll call.

After corrections were made, Kay Wiley made a motion, which was seconded by Linda Land, to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Kay Wiley reported a balance of $12,694.08 in Account # 233500 and a balance of $5,654.63 in Account #213500. Linda Land reported there is still one outstanding bill from Aramark, but it would be paid soon. A motion was made by Sherrianne Boren-Magnani and seconded by Diane Rodriguez to accept the report as given. The motion was approved.

COMMITTEE REPORTS:

Campus Representation:

Nickie Hicks reported the committee had not held an official meeting as of this date, but there has been some discussion of holding the Eat, Meet & Greet during the times we work 4-10 hour days.

Staff Development: No report

Employee Recognition:

Linda Land reported this year’s Staff Council’s Employee Recognition Committee has begun it’s activities by selecting it’s membership. The Committee members are:

Linda Land – Chair Debra Schwartz
Members of the Committee, Dr. Peer, Tracy Holtman, and Mary Ann Foreman gathered in the Registrar’s office to present the June, 2004 Employee of the Month to Connie Murry.

The Committee is in the process of setting up a monthly meeting time to begin planning the Employee of the Year Banquet to be held the first of October.

**Compensation and Benefits:**

Stephen Wilson reported the “Hidden Benefits” page has been updated on the website. He has Jason Jacks from the College of Science and Technology to help keep it updated. He also reported that old information about Texan phone service has been taken off the website.

**Public Relations:** No report.

**Special Events:** No report.

**Killeen:** No report.

**PRESIDENT’S REPORT:**

- Mr. Graham was out of town this week Tracy did not get to meet with him.
- Tracy and Kay Wiley attended a new employee orientation where they gave a presentation about Staff Council and passed out brochures, pens, mugs, etc.
- Tracy met with the Parking Lot Closure Committee and discussed how the transisition of the student dorm parking will affect parking for events in the Thompson Student Center. When final arrangements are made, the information will be given to the council.
- There was an acknowledgement from the Library for the memorial gift given for Mary Ann Westbrook.
- The Holiday Showcase will be affected by the parking lot closures and committees will need to talk about providing vans for transportation.
• A student worker, Rashall Hanson, is working for staff Council this year. She is available to assist any committee if needed.

OLD BUSINESS:

• There has been no response regarding the Administrative Leave Program.
• Staff Council will have a table at the July 12th Annual Enrollment meetings.
• There had been a letter received from San Angelo State University requesting information/meeting to discuss how Staff Council is run. Tracy will look into what we can offer.

NEW BUSINESS:

• A suggestion was made during the Staff Council retreat to have name tags or ribbons for the Council to wear when attending events. After several suggestions as to what types and discussion, Tracy asked the Public Relations Committee to investigate the possibilities and costs and bring forward recommendations at the next meeting.
• The current supply of Staff Council brochures is limited and out of date. Another suggestion was made during the retreat to redesign brochure and have it ready for a campus-wide mailing by August. The Public Relations Committee will start working on the design and will bring drafts for the Council to vote on.

ANNOUNCEMENTS:

Diane Rodriguez announced the next TAEOP meeting will be July 15th in Admin 208. She also announced TAEOP will be holding their annual family picnic in late July. A definite date has not been set at this time.

A motion was made by Nicki Hicks and seconded by Sherianne Boren-Magnani to adjourn the meeting. The motion was approved. The meeting ended at 11:00 a.m.
MINUTES  
Staff Council Meeting  
June 10, 2004  
9:30 - Conference Room -Thurber Museum

President Tracy Holtman called the meeting to order. The following members were present: Mandy Ake, Tina Boitnott, Sherrianne Boren-Magnani, Latricia Bridges, Nickie Hicks, Mandy Hollifield, Tracy Holtman, Karen Hooks, Linda Land, Martha Mittel, Jim Pack, Stephen Plumlee, Diane Rodriguez, Ray Savage, Debra Schwartz, Glenda Stone, Ralinda Stone, Georgia Thomas-Jordan, and Kay Wiley.

President Tracy Holtman introduced the new staff council who were present.

Election of Officers was held:

Secretary: Debra Schwartz  
Vice President: Linda Land  
Treasurer: Kay Wiley  
Parliamentarian: Jim Pack

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

TREASURER’S REPORT: Linda Land reported a balance of $15,491.99 in Account # 233500 and a balance of $3,363.34 in Account #213500.

YEAR END COMMITTEE REPORTS:

Campus Representation:

There was one Eat, Greet, and Meet event late in the fall semester. The event was a success in that over 100 staff members came out to meet the Staff Council members. Door prizes were given out which attributed to the good turn out. People were in place from various departments of interest: Human Resources, FAMIS, Information Resources, Travel and Business Services to answer any questions.

It is felt the event should be held earlier in the semester so that we could have an event each semester. We feel having these events will enlighten the staff to the workings of the Staff Council.
Compensation & Benefits:

Grants Awarded:

Fall: 8 grants totaling $922 limited to registration fees because of budget and travel restrictions.
Spring: 12 grants totaling $2,318.00 with contingencies on many of them to require submission of follow-up paperwork from past awards.
Summer: 12 grants totaling $2,706 with the full amount awarded to each applicant. Many of these were attending TESA.

Stephen Wilson had hoped to update the “Hidden Benefits” page on the Staff Council website, but unable to. He will likely try to find a volunteer for the project in the coming Fiscal Year.

The committee was asked to research the following issues:

Parking Fees: The committee was asked to research the possibility of paying parking fees in monthly installments but learned this could not be done due to added administrative costs. It was learned that parking rates at Tarleton are relatively low.

Administrative Leave: The committee researched the issue of administrative leave as a performance award. It was learned that the TAMU system has an administrative leave policy but could not find any system members that were offering administrative leave as a performance award. The committee prepared a proposal for administrative consideration and forwarded this to the Staff Council President-Georgia.

Employee Recognition:

The committee met five times since July 2003 to review/discuss nominations received. The Employee of the Year Banquet was held on October 14, 2003. The theme of the banquet was “Celebrate!” We had 129 attendees. Ms. Mary Howard of Business Services was honored as Employee of the Year for 2003.

Members of the committee were:

Joetta Cowan
Donna Hendrix
Rhonda Holman
David Hooks
Chief Hooper
Kay Wiley
Linda Land, Co-Chair  
Ralinda Stone, Co-Chair

Ralinda Stone, Co-Chair would like to personally thank each of you for your hard work on the banquet this year, as well as helping each month with the Employee of the Month awards.

**Public Relations:**

The Staff Council web site was redesigned in October. After Council approval, it was posted to the web in December and January. The monthly minutes for all meetings were added to the web site. After adding the Employee of the Month information to the web, emails were sent out each month.

**Special Events:**

Holiday Showcase is the major event of this committee for the year. On December 5, 2003, 56 individual vendors paid to fill 74 spaces in the Thompson Student Center ballrooms. A large variety of products were displayed and several new vendors were present for the event. There were a lot of buying shoppers making the vendors happy with good sales returns.

Assistance from numerous persons on campus helped make the Showcase a very successful event again, and thanks go out to all of them. Carol Barrett and her team were instrumental in making sure the door prizes from the vendors and then to the winners was a smooth and successful process. Special thanks to her and her helpers for their expertise and service to Staff Council. Also without the knowledge of David Hooks in setting up the ballrooms for this event, there would have been many problems. Again he came through for us and assisted every step of the day.

All files are current and will be put on disk for Kay Wiley, 2004 Chair of Special Events. The floor plan is on Visio software and assistance was offered if this software is not available to her.

**Staff Development:**

Staff Development Day was held Tuesday, May 11, 2004, in the ballrooms at the Barry B. Thompson Student Center. 248 staff members signed up. There were eight breakout sessions, which were well attended. We had to add an extra Access class because so many signed up.
The theme for this day was “A Trip Down Memory Lane”. Each table had a different centerpiece decoration and a different “memory” to tie in with the theme.

Our speaker for the luncheon was Dr. Deborah Cron, a superintendent with Weatherford Independent School District. The topic of her speech was “Lessons Learned from Home”. Dr. Cron did not charge for her services so Staff Development Day Committee presented her with a crystal bowl in appreciation.

Dr. William Trogdon and Dr. Barry B. Thompson, two of our past presidents, attended the luncheon as our honored guests. They set at the head table with Dr. Dennis McCabe and Mr. Jerry Graham.

We received many compliments on the event (the speaker, the meal, the breakout sessions, the decorations, the fun atmosphere, and all the door prizes). At the end, we finished under budget.

Killeen:

Killeen Staff Council addressed the following concerns in the past 12 months:

Farewell party given for Mary Garcia, Killeen Staff Council representative
Marcus Perkins elected to fill vacancy left by Mary
Stacy Ferrell and Cynthia Scott obtained gift items for future Employee of Month awardees from Killeen. Thank you letters and certificates were presented to businesses.
Identity Theft Workshop was scheduled. It was cancelled at the last moment but Killeen staff wishes to pursue this issue at a later date.
Killeen staff attended the Holiday Showcase in Stephenville.
Killeen staff Holiday Party with ornament exchange planned after the December Staff Council meeting.
Two Rape Aggression Defense courses were offered this year to Killeen staff, faculty, and students.
Killeen parking issues were discussed.
Staff inquired into the possibility of having a lunch cart visit the building on a weekly basis.
Killeen staff asked about possibility of increasing employee scholarship.
Killeen staff asked about having its own campus electronic bulletin board such is available at Stephenville.
Staff Day in Stephenville-May 11, 2004 was attended by Killeen Staff.

PRESIDENT’S REPORT:
Georgia and Tracy had lunch with Mr. Graham on Monday, May 24th. The following items were discussed:

- Wanda Hammack’s upcoming retirement and reception on May 26th.
- He asked how elections were going, and about how many were going off Staff Council.
- We asked him to attend the retreat—he stated he would if the budget preparations were finished. The Budget must be ready by June 11th.
- Discussed the construction going on campus—the new Math building and the library renovation.
- Installation of the new turf for the stadium is beginning today (Monday, May 24th).

Staff Council received a letter May 19th from the President’s office about 2004-2005 holidays. Only 12 days are scheduled next year. The A&M System recommended we lose one of the Spring Break days. However, the President made the recommendation to work 4-ten hour days in both May and September to keep Memorial Day, Labor Day and two days at Spring Break. A campus wide announcement will be made upon approval from the Texas A&M University System.

When May Elections were held there were problems with people left off the ballot so we reran the ballot. Those replacing other members will be designated by the * on the attendance roll. There were Changes to Marcus Perkins’ term because of this.

The possibility of doing electronic elections for staff council was discussed.

A thank-you gift was presented to Georgia from the executive staff for her term as President.

The Staff Council binders were discussed and corrections to the membership roster were made.

Staff Council meetings will be the 1st Thursday of each month at 10:30 in the CITDE classroom located in the Tarleton Center.

Executive meetings will be the Tuesday before the general meeting at 11:00.

**OLD BUSINESS:**

The recommendation on the Administrative Leave Program from the Benefits & Compensation committee was presented for viewing. Georgia has drafted a memo to be sent to Angie Brown in Human Resources for her review of the proposal.
NEW BUSINESS:

Diane Rodriguez asked if there could be a sign in sheet for the Staff Development Day workshops so the workshops can be used toward certification for STEM training. Tina Boitnott will check into this.

There was some discussion about the Staff Development Committee checking into holding training sessions for staff similar to the workshop on Access.

ANNOUNCEMENTS:

Diane Rodriguez announced the next TAEOP meeting will be June 24th in Admin 208.

A motion was made by Linda Land and seconded by Sherianne Boren to adjourn the meeting. The motion was approved. The meeting ended at 10:30.

After the general meeting adjourned members present stayed for the Annual Retreat and discussed Staff Council Goals for the coming 2004-2005 year. Several good comments were made about the present goals and how these goals were still needed for the coming year. After the discussions, members broke into the separate committees to discuss the goals of the committees and what events will be coming up.

The retreat adjourned for lunch at 12:45. After lunch several members returned to campus while the rest stayed for a tour of the Thurber museum.
MINUTES
Staff Council Meeting
May 6, 2004

10:30 – Library Multi-Purpose Room

President Georgia Thomas-Jordan called the meeting to order.

The following members were absent: Joetta Cowan, Stacy Ferrell, and Marcus Perkins.

A motion was made by Sonya Segura and seconded by Martha Mittel to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $16,426.51 in account 233500 and $6,427.46 in account 213500. The bills for Staff Development Day are just arriving.

COMMITTEE REPORTS:

Compensation and Benefits: Stephen Wilson reported there are 15 summer grant applications. The committee will meet soon to review them. Money will be available to cover all the grant requests.

Stephen reported on the Administrative leave issue. He read the System Policy:
31.01.01.M5.02.1 Administrative Leave With Pay: As authorized by the provisions of the Texas Government Code and System Regulation 31.03.03, the Administrative Leave With Pay Program is established to provide an avenue to award non-monetary compensation to employees for outstanding performance. Administrative Leave With Pay may be granted to an employee whose job performance and productivity meet the eligibility criteria and are significant enough to warrant special recognition. (See Standard Administrative Procedure 31.01.01.M5.01 for implementing procedures.) Research on the other System Universities showed that most do not have a policy about Administrative leave and those that do are not using it as it was defined. The committee will make a formal written recommendation about Administrative leave for Staff Council to approve and send forward to the administration.

Employee Recognition: The committee met on April 8, 2004, to discuss additional nominations received. The April 2004 “Employee of the Month”
was awarded to Ms. Kristie Bint on April 13, 2004. Plans for the May Employee of the Month presentation are currently being arranged.

**Staff Development:** The Committee met in April to continue planning for the May 11, 2004, Staff Council Staff Development Day Event. The Committee is finalizing plans for the day. We have received 245 registration forms with 19 attending lunch only. We feel that this is a great turn out and look forward to a great day. The Committee will meet Thursday afternoon, May 6, to stuff registration packets and coordinate the door prizes. We have had a great turn out for door prizes. The Committee will meet on Monday afternoon, May 10, to decorate and get ready for the day.

**Killeen:** No Report

**PRESIDENT’S REPORT:** Georgia met with Mr. Graham on May 5, 2004 and the following items were discussed:
- Mr. Graham has a board meeting at College Station on May 27th-28th. Two specific things discussed in this meeting will be a new on-line degree and an Ag Contest Endowment Scholarship.
- Wanda Hammack is retiring. Her retirement reception is scheduled for 3-5 p.m. on May 25th in the Admin foyer. Paulette Cavitt has been hired to fill this position.
- One-Card system will be upgraded to be interactive with Banner. The possibility that students will be able to use the One-Card at local businesses
- Banner is on schedule. There were some small problems with early registration but have been ironed out.
- Tracy Broderick, manager of the campus book store has left. New manager starting May 18th will be Dewayne Campbell.
- Budget preparation is running on schedule. It must be ready by June 11th
- Merit raises of 0-9%
- Staff earning less than $30,000 a year will receive a $600/year equity raise
- Scholarship changes in Presidential Honors, Dean’s scholarship, and Graduate
- Construction activities:
  - Dining Hall and Rec Sports projects are in the meeting stages right now
  - Bids were opened yesterday for the turf at the Stadium
  - Traditions Dorm is under construction to meet fire codes
  - Wisdom Gym will be under construction after high school graduation to meet fire codes
  - Discussion of a Research park out on Hwy 8 across from the Extension Center
  - Discussion of a Visitor Alumni Center – A major donor is interested
OLD BUSINESS: A question about parking fee payments was asked. Stephen Wilson reported that the issue had been resolved when research showed that it would not be cost effective for the university due to the added administrative costs.

NEW BUSINESS:
- A question was asked about a proposal to work 4.5 days per week during the summer. That proposal was rejected. All employees will work 8-5 all summer.
- The floor was opened for nominations for President of Staff Council. Rhonda Holman nominated Tracy Holtman. Kay Wiley nominated Linda Land. A motion was made by Nickie Hicks to cease nominations. It was seconded by Jim Pack. Staff Council voted, and Tracy Holtman was elected.
- Elections will be held next week to replace representatives and for categories who need more representatives.
- Elections for officers will be held at the June meeting.
- Georgia announced she will be sending out information about the June retreat.

ANNOUNCEMENTS:
- Diane Rodriguez announced that the next TAEOP meeting will be May 20th in Admin208.
- Waverly Inman has a new baby girl.
- Linda Land stated that a new meeting room will be needed while the library is being renovated.

A motion was made by Jim Pack and seconded by Rhonda Holman to adjourn the meeting. The motion was approved. The meeting ended at 11:25.
MINUTES
Staff Council Meeting
April 1, 2004

2:30pm - Admin 208

President Georgia Thomas-Jordan called the meeting to order.

A connection to the Killeen representatives was unable to be established.

The following members were absent: Latricia Bridges, Joetta Cowan, Debye Cox, Darla Fent and Nickie Hicks. The following individuals were substitutes for members: Jennifer Barrera for Tracy Holtman and Joanna Ince for Kay Wiley.

A motion was made by Linda Land and seconded by Diane Rodriguez to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $16,737.09 in account 233500 and $6,427.46 in account 213500.

COMMITTEE REPORTS:

Compensation and Benefits: Stephen Wilson reported that information about the compensation leave benefit (merit days) was found for Texas A&M University, but it is not a Tarleton policy. After discussion, Diane Rodriguez made a motion to go forward with a proposal to the administration to add this benefit for Tarleton employees. The motion was seconded by Waverly Inman. The motion was approved.
Employee Recognition: The recommendation for the April 2004 Employee of the Month is currently being processed. The committee has received four additional nominations and will meet shortly to discuss and add to the candidate pool.

Staff Development: The Committee met to continue planning for the May 11, 2004, Staff Development Day. The subcommittees presented reports and updates on their assigned tasks. The committee will be meeting every other
week until the event to make sure that all plans are completed.
- Linda Land reported that she had sent out a teaser for staff to mark their calendars.
- Registration forms should be sent out soon.
- Plans for decorations were discussed.
- The menu has been set and break-out sessions have been scheduled.

**Killeen:**
- The Identity Theft Workshop: Due to difficulty reaching Capt. Berardinelli, the workshop has not yet been rescheduled. Efforts to contact her will continue and Stacy Ferrell will report back the results.
- The RAD course finished up this past February 28, 2004.
- Carol Lovejoy made a report about the May 11th Staff Development Day in Stephenville.
- An article was published in the Cove Herald about the RAD on 3/4/2004. A copy was sent to Stephenville.

**PRESIDENT’S REPORT:** Georgia reported that the May meeting will be in the Library Multi-Purpose Room at 10:30 on May 6th.
- The parking lot project, which includes sidewalks and lighting, should be finished by this weekend.
- Mr. Graham appreciates the courtesy and understanding from the students, faculty and staff during the construction process.
- Students will begin voting for or against the Sports Recreation Center on Monday.
- Plans for a new dining hall are still being worked out.
- $1.7 million renovation project will begin in the Traditions Hall after Spring Commencement (fire codes).
- $1.2 million renovation project will begin in Physical Education after high school graduation (fire codes).
- May 20th, Memorial Stadium field will be getting a facelift with turf grass being installed – this project should be finished in August.
- All recommendations made by the fire marshal are required to be completed by August 31st.
- Construction of the new apartment building and new residence hall are well under way.
- Changes have been made to the Employee Scholarship and Dependant Scholarship program. For the Employee Scholarship, money will be awarded in increments of $100 per credit hour with a maximum of $300. For the Dependant Scholarship, money will be awarded in increments of $50 per credit hour with a maximum of $150.
- Budget hearings are finished campus wide.
- Dr. McCabe is holding budget hearings with the vice presidents now.
- Mr. Graham’s office will begin preparing the budget request for next year.
beginning in May. It will be finished and submitted to A&M by June 15th, then submitted to Board of Regents at the end of July.
• FYI – State Legislature will be meeting next year.
• Tarleton will be developing its biennial budget request to submit by August.
• Banner will be going “Live” for fall semester registration in April. Banner installation is not complete.
• Tarleton has received a federal grant in the amount of $5.8 million over the next three years for Texas Data Mining Research I (TDMRI). Tarleton will be leasing a facility on the NW loop behind Wranglers.
• Mr. Graham will be working on a project concerning the transition from Washington Street to Tarleton by the Business Administration building. He will be seeking the advice of an architect for possible landscaping ideas to make that area more attractive.

Georgia introduced Mr. Graham, Vice-President for Financial Affairs. Mr Graham spoke about new projects to be approved. He stated that raises for employees are high on Dr. McCabe’s list of priorities. Budget hearings are continuing with the Vice Presidents.

OLD BUSINESS: None

NEW BUSINESS: Linda Land asked if it was appropriate for Staff Council to purchase a book for the library in memory of Mary Ann Westbrook, past President of Staff Council. Diane Rodriguez suggested instead making a donation to her scholarship fund. After discussion, Diane Rodriguez made a motion to purchase a book for the library as a memorial. The motion was seconded by Martha Mittel. The motion was approved.

ANNOUNCEMENTS: Diane Rodriguez announced that the next TAEOP meeting will be April 15th in Admin208. TAEOP is having a Bosses Appreciation Luncheon on April 28th.

A motion was made by Jim Pack and seconded by Rhonda Holman to adjourn the meeting. The motion was approved.
Vice-President Rhonda Holman called the meeting to order.

A connection to the Killeen representatives was unable to be established.

The following members were absent: Lori Jefferies and Jim Pack. The following individuals were substitutes for members: Paula Oxford for Joetta Cowan, Danny Johnson for Darla Fent, James Ables for Waverly Inman, Lisa Howe for Diane Rodriguez, Cindy Martin for Georgia Thomas-Jordan, Cynthia Scott for Stacy Ferrell.

Donna Savage came to make an announcement about the Tarleton Employee Annual Campaign. There has been a good response so far within the departments. On Wednesday, Thursday, and Friday of next week (March 10-12) when you eat in the dining Hall $1 of your meal ($3.25) will be given to the Tarleton Employee Annual Campaign in your name.

After a correction for names, a motion was made by Kay Wiley and seconded by Linda Land to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $19,226.94 in account 233500 and $6,660.62 in account 213500.

COMMITTEE REPORTS:

Compensation and Benefits: Stephen Wilson reported that the Physical Facilities Council wants to attach their support for our investigation on merit days.

Employee Recognition: The February Employee of the Month was awarded
to Ms. Sharon Battenfield on Wednesday, February 11, 2004. The March Employee of the Month was awarded to Ms. Tina Boitnott on Tuesday, March 2, 2004. The committee has received one additional nomination, which is currently going through the approval process.

**Staff Development:** The committee met in January to continue planning for the May 11, 2004, Staff Council Staff Development Day. The Keynote Speaker will be Dr. Debroah Cron, Superintendent of Weatherford ISD. The topic will be “Lessons Learned from Home”. She will focus on a trip “Down Memory Lane” with two of her aunts, what she learned from them, and how it applies in the workplace today. The Committee will take attendees “Down Memory Lane” through special decorations and favors. There will be breakout sessions on a variety of topics.

**Killeen:** Killeen staff met on February 11, 2004. The staff was informed about the upcoming Staff development day May 11th. An announcement was made about the Compensation and Benefits Committee looking into the possibility of merit leave.

**Old Business**
* The Identity Theft Workshop: The staff would still like to reschedule this workshop. A later start time was recommended (about 10:00am) and more intense publicity given.
* R.A.D.: We have good participation. There are 2 CTC students, 2 TSU staff, 6 TSU students, and 1 TSU family member taking the course. We will revisit the desire to continue this course in the next meeting since participation has decreased.

**New Business:**
* Staff enquired into the possibility of having a lunch cart visit the building on a weekly basis. Would there be a problem with CTC contractually? If so, could a vendor be located? This question will be forwarded to Cheryl Smith.
* An enquiry was made about the 200.00 employee scholarship. This opened up a broad discussion about how the program works. TSU employees requested clarification on the program and how it pertains to CTC classes. Can remaining monies be used to purchase the textbook at the bookstore? If so, how is it accomplished? We realize that the 200.00 amount is an A and M system-wide figure but is it possible for Staff Council to see if there is any way to increase the benefit locally? Can the Staff Council grant be used toward a TSU class for employees?
* Would it be possible for the Killeen campus to have an electronic bulletin board, for Killeen information only? How is permission granted? Who maintains it?
**Staff Concerns/Questions/Announcements:**
There will be a Children’s RAD class offered by Fort Hood in April. Check with Stacy Ferrell if you are interested.

**PRESIDENT’S REPORT:** In Georgia’s absence Rhonda Holman read the President’s report.

* Rhonda welcomed Letricia Bridges to Staff Council. She is filling the vacant position left by David Hooks.
* Due to the difficulties with phone conferencing, the April 1st and May 6th meetings will be held at 2:30 in Admin 208.
* Staff Council’s budget hearing has been rescheduled for 11:00 a.m. on Monday, March 8, 2004.
* The trip to Angelo State to meet with their staff council planning group has been postponed and has not been rescheduled yet.
* Georgia did not meet with Mr. Graham this month. She hopes to schedule a meeting with him before our next meeting.
* Dr. McCabe and Mr. Graham have been invited to our next meeting.
* Election for Staff Council President will be held during the May meeting. Anyone on Staff Council is eligible. If interested in serving as President or as a committee chair or co-chair please inform Georgia.

**OLD BUSINESS:** None

**NEW BUSINESS:**
Linda Land asked about a letter sent to academic departmental secretaries. No one had any knowledge of this letter.

**ANNOUNCEMENTS:** None

A motion was made by Freddie LeJeune and seconded by Martha Mittel to adjourn the meeting. The motion was approved. The meeting adjourned at 3:01.
MINUTES
Staff Council Meeting
February 5, 2004

President Georgia Thomas-Jordan called the meeting to order.

The following member was absent: Joetta Cowan. The following individuals were substitutes for members: Leah Schultz for Lori Jefferies and Melinda Lollar for Cindy Hess.

A motion was made by Sonya Segura and seconded by Freddie LeJeune to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $19,085.16 in account 233500 and $6,680.69 in account 213500. Members stated that the report they received via email was blank. (Linda Land later re-emailed the Treasurer’s Report)

COMMITTEE REPORTS:

Compensation and Benefits: The committee met on January 12th and awarded 13 staff grants for a total of $2,568. One application was then withdrawn, leaving a total $2,443. These grants mainly fund registration fees.

Employee Recognition: The January Employee of the Month was awarded to Ms. Hazel Grissom on Friday, January 16, 2004. The committee met on Friday, January 30, 2004, to rank new nominees. Plans for the February Employee of the Month presentation are currently being arranged.

Staff Development: The committee met on January 29th with a good turnout of volunteers. The date for Staff Development Day has been set: Tuesday May 11th. A speaker has been selected.

Killeen: The Killeen staff did not meet in January. However there is old business to report.
* Old Business: The Identity Theft Workshop, originally scheduled for 1/29/2004, needed to be rescheduled at the last minute. When it is rescheduled, the new date will be announced.
* R.A.D.: The latest class is scheduled to begin this Saturday. At this time there are 3 staff members and 7 students signed up. In the interest of inter-campus sharing, this was also offered to CTC students and staff. We have
one CTC student signed up.

* New Business: Please be aware that confusion can be created when an email is sent out announcing various opportunities. Please specify on which campus the activity will occur. Several times the Library in Killeen has had folks call about meetings held in the Library (for Stephenville). Also since Stephenville is also currently offering a R.A.D. class there has been confusion about the locations.

**PRESIDENT'S REPORT:** Georgia did not get a chance to meet with Mr. Graham this month.
* Staff Council’s budget hearing is scheduled for 9:00 a.m. on February 25, 2004. Linda Land will attend the hearing with Georgia. Staff Council is requesting the same budget.
* Angelo State University has requested representatives from our Staff Council to attend their general staff meeting on February 11, 2004. They would like to organize a Staff Council for their campus. Georgia and Linda Land will be attending, as well as someone who helped organize our council.
* David Hooks is no longer serving on Staff Council. Ballots were mailed out Tuesday to fill his position in Category 7.
* Annual elections are coming up in May. Georgia has asked the committee chairs to look at the council members serving on their committees and offer suggestions for new committee chairs for the next year. Georgia is also asking for volunteers to serve as president and vice president for the next year. If you are interested please phone or send Georgia an email to let her know.
* The executive committee has asked that Dr. McCabe and Mr. Graham be invited to our April council meeting. Think about questions you would like to ask.

**NEW BUSINESS:**
* A discussion was held about canceling the Meet, Eat and Greet this semester since we just had one in December. A suggestion was made to have a meeting if or when an issue was raised. Another suggestion is to have a ‘Staff Council’ table set up at the annual enrollment meetings in June.
* Leah Schultz brought forth information about “Merit Days”. Other State Agencies have, in addition to merit raises, merit days where employees are given days off as a reward. Rhonda Holman made a motion to turn this item over to the Compensation and Benefits Committee to pursue. Waverly Inman seconded the motion. The motion was approved.
* Stacy Ferrell asked about possibly having the meetings via TTVN because of sound issues with the phone. Georgia is going to look into this possibility.

**ANNOUNCEMENTS:**
* The next TAEOP meeting will be February 19th at noon in Admin 208.
A motion was made by Jim Pack and seconded by Martha Mittel to adjourn the meeting. The motion was approved. The meeting adjourned at 10:50.
MINUTES
Staff Council Meeting
January 8, 2004

President Georgia Thomas-Jordan called the meeting to order.

The following members were absent: David Hooks and Freddie LeJeune. The following individuals were substitutes for members: Karen Schecht for Joetta Cowan, Sherrianne Boren-Magnani for Rhonda Holman, and Trish Bridges for Karen Hooks.

After corrections, a motion was made by Martha Mittel and seconded by Linda Land to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $19,974.38 in account 233500 and $6,760.69 in account 213500.

COMMITTEE REPORTS:

Campus Representation: Over 116 people attended the 'Eat, Greet, and Meet' in December. Questions concerning travel and computers were answered. Debye Cox gave a thank you to everyone who helped, with special thanks to Sheila Hawkins and Angie Murray. Half the budget remains for the committee, so future events may be scheduled.

Compensation and Benefits: The committee received 14 grant applications. They will meet on Monday, January 12th to review them. Applicants will be notified about their grant within 7 to 10 days.

Employee Recognition: The December 2003 Employee of the Month was awarded to Linda Luna on Friday, December 12, 2003. Plans for the January Employee of the Month presentation are currently being arranged.

Killeen:
* R.A.D. -- The instructor is unable to attend on the dates previously set. The program is in the planning stage, however there is a strong possibility there will be a different instructor.
* Killeen Employee of the Month gift baskets – Since we have no winner prior to the expiration of some of the certificates Debbi garnered, they will be given to previous recipients.
* Six staff members traveled to Stephenville to attend the Holiday Showcase.
* Identity Theft Workshop: The agenda will be sent via email. The date is January 29, 2004 at 8:00 am and will last about 45 minutes. Please come to hear our speaker, Capt. Nancy Berardinelli.

PRESIDENT’S REPORT: Georgia met with Mr. Graham on Monday, January 5, 2004. Discusses were:
> Staff Council projects:
* Holiday Showcase
* Eat, Greet, and Meet
* Parking fees
* Staff Development Grants
  > Ongoing construction projects:
  * Meats Lab is getting a new floor in the cutting room
  * Fine Arts had the Auditorium and Workshop Theater stage floor re-sealed
  * The business building has some classrooms under construction
  * The Cashier’s Office in Admin had new cabinets and countertops installed in addition to bringing some other problems up to code for the Fire Marshal
  * Industrial Engineering will have a new lab by the end of this week
  * Nursing, Admin Annex, Coed Dorm, Horticulture, Trogdon House, and Intramural Gym have had or will have their roofs worked on.
  * Wisdom Gym and Coed Dorm are being brought up to code for the Fire Marshal
  * The farm is getting new fences
  * Parking lots all over campus are getting resurfaced as well as Tarleton and Rome streets
  * Wisdom Gym had a water heater burst while campus was closed during the holidays
  * The entrance is parking lot P-10 will be renovated.
  > A question was raised about employee scholarships. An Employee attending classes is not eligible for both the dependant and the employee scholarship. The employee will only receive the employee scholarship because it is the higher of the two. Non-employee dependants will still receive dependant scholarships.
  > Georgia attended the University Planning Retreat yesterday (January 7th). The guest speaker was Dr. Gay Wakefield from TCU, who discussed Assessment and Embedded Assessment concerning accreditation.

**NEW BUSINESS:**
Linda Land mentioned the large amount of paper (minutes, budget, committee reports, etc.) left at the end of each meeting. To reduce paper waste, copies will no longer be provided. The meeting minutes and the budget will be emailed out to members so they may print and bring a personal copy to Staff Council meetings if they wish.

**ANNOUNCEMENTS:**
* The next TAEOP meeting will be January 15th at noon in Admin 208.

A motion was made by Ralinda Stone and seconded by Waverly Inman to adjourn the meeting. The motion was approved. The meeting adjourned at 11:07.
MINUTES
Staff Council Meeting
December 4, 2003

President Georgia Thomas-Jordan called the meeting to order. The following members were absent: Debye Cox and David Hooks. The following individuals were substitutes for members: Vickie McCamey for Darla Fent, Leah Schultz for Lori Jefferies, Joe Young for Ray Savage, and Cindy Martin for Nickie Hicks.

After spelling corrections, a motion was made by Rhonda Holman and seconded by Martha Mittel to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $20,562.88 in account 233500 and $6,896.47 in account 213500.

COMMITTEE REPORTS:
Compensation and Benefits: December 16th in the Library Multi-Purpose Room will be the Meet, Eat, and Greet. Door Prizes will be awarded.

Campus Representation: The December 1st deadline passed for Staff Council Grants. No applications were received. The deadline was extended to December 15th. Funds are also available for summer grants. The deadline for summer applications will be announced later.

Employee Recognition: The November 2003 Employee of the Month was awarded to Sharon Alexander on Friday, November 7, 2003. The committee met November 13, 2003, and ranked additional nominations that have been received. Plans for the December Employee of the Month presentation are currently being arranged.

Special Events: Ads ran in the Sunday November 30, 2003 paper for the Holiday Showcase. 56 vendors are participating, filling 74 spaces. There is a new variety of vendors, with 14 people selling jewelry. Help is needed from 7am to 9am to help with unloading and setup, and from 6pm to 7pm for take down.

Killeen: The Killeen staff met on November 6, 2003 at 10:30 to discuss issues and concerns. This was a joint meeting with several Stephenville Staff Council members present.

Old Business:
- The Tarleton-CT Holiday Fair is Dec. 2 from 4 to 7pm. There will be a Santa for the children.
- Approval was given for several TCT employees to attend the Holiday Showcase on December 5. Marcus Perkins is handling the travel arrangements.
- Commencement preparations are moving ahead, with many volunteers assisting with this special occasion.

New Business:
- Several staff expressed concern about the SSN problem at the last meeting and later requested more feedback. As a result the Killeen Staff Council is planning an Identity Theft Workshop. It will focus on the following:
  o Steps to take to safeguard your identity
  o Protection from unauthorized use
  o What to do if fraud is suspected or discovered.
- At this time, both Mr. Graham and Dr. Idoux have approved the request. Mr. Graham has requested a written agenda for the workshop. Stacy Ferrell will send one to him by the end
of the week. This workshop will likely be held in late January 2004. More information will be given at the January meeting.

End Killeen report.

**PRESIDENT’S REPORT:** No President’s report this month.

**NEW BUSINESS:**
- Georgia presented the proposed University Calendar for 2004-2005. A motion was made by Tracy Holtman and seconded by Diane Rodriguez to accept the calendar. The motion was approved.
- A discussion was held about the new look for the Staff Council website. A motion was made by Jim Pack and seconded by Freddie LeJeune to approve the new design. The motion passed.
- The nomination criteria for ‘Employee of the Month’ were discussed. Several people had asked questions about the nomination process and how recipients are selected. Ralinda Stone passed out a handout with the criteria. They are:
  - Must be a Tarleton State University staff member who is currently employed in a full-time budgeted position below the rank of vice president. (Retired/retiring employees may be considered if their retirement falls within the year of the service award.)
  - Must have at least eighteen (18) months of service in a full-time budgeted position with Tarleton State University.
  - The employee must demonstrate outstanding dedication, service and commitment to Tarleton State University through his/her respective campus, department/division, representation in campus organizations, service and volunteer efforts toward fulfilling the mission statement of the University.
  - The employee cannot be serving on the Tarleton State University Staff Council Employee Recognition Committee.
  - Must not have been awarded the Employee of the Year award within the last five years.
  - Must not have been awarded the Employee of the Month award within the last two years. Nominees are ranked in private using the above criteria, not against each other. The number of nomination forms submitted for a person is not relevant; they are ranked against the criteria. The current nominee with the highest total is awarded ‘Employee of the Month’. After the selection has been had for the month, the winner must be approved by their supervisor and then by their appropriate Vice-President. Nominations do not carry over from year to year; they expire August 31. Nominees who have not been awarded must be re-nominated.

**ANNOUNCEMENTS:**
- The next TAEOP meeting will be December 11th at 5pm in the Family Living Center. This will be the Christmas party. Tickets for the TAEOP raffle were sold for $1 a piece or 6 for $5.

A motion was made by Stephen Wilson and seconded by Jim Pack to adjourn the meeting. The motion was approved. The meeting adjourned at 11:03.
President Georgia Thomas-Jordan called the meeting to order. The following members were absent: Sonya Segura. The following individuals were substitutes for members: Cynthia Scott for Stacy Ferrell and Andi Ackermann for Rhonda Holman.

A motion was made by Martha Mittel and seconded by Diane Rodriguez to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $20,851.83 in account 233500 and $7,082.11 in account 213500.

COMMITTEE REPORTS:

Compensation and Benefits: An email requesting applications for spring grants will be sent this week (November 6th). The due date for applications is December 1st. Hopefully there will be a good response.

Staff Development: The committee has two tentative dates for Staff Development Day, either May 11th or 13th. A speaker will need to be selected before the final date will be set.

Employee Recognition: The October 2003 Employee of the Month was awarded to Diane Rodriguez on Tuesday, October 14, 2003. The Employee of the Year banquet was held on Thursday, October 2, 2003, in the Thompson Student Center Ballrooms. Mary Howard was awarded the 2002-03 Employee of the Year. Plans for the November Employee of the Month presentation are currently being arranged.

Special Events: As of November 6, 2003, we have 46 individual vendors with 63 spaces filled for the Holiday Showcase. There are still a few spaces to fill. Several new vendors with lots of new things to offer shoppers will be featured this year. $945.00 has been deposited into the Staff Council account. Carol Barrett has started scheduling workers for the door prize table, however more volunteers are needed. Please call her if you can help. Diane Rodriguez is heading up the advertising portion. Brochures will be sent to schools, chambers of commerce, etc. in the surrounding areas. If you can help distribute information to stores around the area, please let Diane know. Tina Boitnott will be helping Diane with advertising in the papers and radio stations. We still need volunteers to helps vendors with unloading and setup from 7-9am.

Public Relations Committee: The committee has been tweaking the proposed new web site design. An email will be sent to Staff Council members this week (November 6th) with the URL to view the new design. PLEASE respond and give us feedback. The URL is http://www.tarleton.edu/~staffcon/newsite2

Killeen: The Killeen staff met October 8, 2003 to discuss issues and concerns. A brief synopsis of the Festival of Trees, Holiday Showcase, and fiscal year allocations was given.

Old Business:
Marcus Perkins was announced and congratulated on his new position as Killeen Staff Council Representative.

R.A.D. (Rape Aggression Defense) Course. The basic course will be sometime in the January/February time frame. Mr. Hutson is still awaiting approval from his supervisor.

Holiday Party: The December Killeen SC meeting will be held briefly at the beginning of the party. We received approval to purchase a fruit tray/cookie tray to accompany other items. Staff members are requested to bring recipes for any homemade goodies brought to the occasion.

Employee of the Month Gift Baskets: Killeen received approval to supplement the basket given to Killeen award recipients using SC funds. Debra Ganoung volunteered to canvas businesses in Killeen for donations.

New Business:

Our new executive secretary, Carol Lovejoy, was introduced and welcomed.

Take Your Child to Work Day was discussed. Killeen members expressed interest in possibly continuing this activity. An email will be sent out to Killeen staff asking for additional interest in and ideas for, pursuing this activity. Susan Davis volunteered to assist if the idea is adopted. Dr. Idoux’s approval will be requested.

Members were given the criteria involved for Employee of the Month nominations. Members asked if there is a required length of service to Tarleton for eligibility.

Staff Concerns/Questions:

Marcus announced that Tarleton-CT would once again host a Holiday Fair. He is working with Pat Thomas. More information will be given at a later date.

Cynthia Scott asked if Killeen-CT staff would be going to the Stephenville Staff Council Holiday Showcase in December. Permission from Dr. Idoux will be requested, and the Killeen staff will be informed at the November meeting.

Susan Davis mentioned that staff support and volunteers would be needed for the upcoming TCT Commencement ceremony.

The Killeen meeting closed at 11:10am.

PRESIDENT’S REPORT: Georgia met with Mr. Graham on October 30, 2003. The following items were discussed:

- Mr. Graham suggested some ideas for the Employee of the Year banquet.
- Construction of the new residence housing will begin around November 15th and completion is expected by August 2004.
- Homecoming went well. Feedback was positive (clean campus, friendly people). The bonfire was better this year due to the addition of lights installed by the Maintenance department.
- The house on the corner of Cain and Vanderbilt was torn down before Homecoming. Parking Lot P-30 annex opened.
- The Parking lot west of administration building has been finished. New lights will be added soon.
- The east parking lot of the administration building is under construction now, with 6 additional spaces and the island has been reduced in size for easier traffic maneuverability.
- Nursing and Intramural Gym will be getting new roofs sometime in the near future.
- Library/Math renovation project will begin in January.
- Safety auditors have been on campus looking at safety and security.
The Texan Card system has been installed in the dorms.
The Administration will begin preparing the budget for the second year of the biennium and putting together a request to present to the Board of Regents.
Fall Commencement is scheduled for December 13 for the Stephenville campus. Killeen will have their first Commencement on the following Monday, December 15th.
Fire drills were conducted in housing residence. Each averaged 2-4 minutes to clear the buildings.

Staff Council Executive Committee met with Dr. McCabe on Tuesday, October 21. We updated Dr. McCabe on Staff Council activities. We were given the opportunity to ask questions. Topics discussed were the Library/Math construction project and the budget.

OLD BUSINESS: The tabled discussion about where to distribute this years Festival of Trees allocation was resumed. A motion was made by Diane Rodriguez and seconded by Tracy Holtman to move it to the Staff Development Committee to help pay for a quality speaker.

NEW BUSINESS:

Ralinda Stone brought forth a request from a staff member to see if the university could deduct the cost of parking hangtags from monthly paychecks. The council members in attendance were receptive to this idea. Debye Cox stated that this is done at many larger universities. A question was raised if A&M did. Georgia handed the request to the Compensation and Benefits Committee to investigate this as a possibility.
Several people in attendance asked about the error made when Social Security numbers were accidentally posted on the web. Darla Fent reported that the system attorney had been contacted, and that all recommended legal follow up had been done. She recommended that questions or concerns be directed to Human Resources. A discussion was held about requiring Social Security numbers on checks before they are accepted at cashier windows. Students do not want to give out this information when paying by check.

ANNOUNCEMENTS:

- Substitutes may not travel with Council when meetings are held away from campus.
- The next TAEOP meeting will be November 20th at 12 noon in Admin 208.
- Don’t forget next Tuesday is Veterans Day.

The meeting was adjourned at 1:57pm.
President Georgia Thomas-Jordan called the meeting to order. The following members were absent: Janice Quade, Cindy Hess, and Brenda Sudman. The following individuals were substitutes for members: Deborah Schwartz for Martha Mittel.

A motion was made by Freddie LeJeune and seconded by Waverly Inman to accept the minutes of the previous meeting. The motion was approved.

**TREASURER’S REPORT:** No report was available because the Council did not finalize the budget.

**COMMITTEE REPORTS:**

**Employee Recognition:** The September 2003 Employee of the Month was awarded to Robert Dixon on Monday, September 22, 2003. The October Employee of the Month presentation is currently being scheduled. The committee has been working on details for the Employee of the Year banquet scheduled for tonight (Thursday, October 2) at 6:30pm in the Thompson Student Center Ballrooms.

**Special Events:** 17 people have volunteered to work the Holiday Showcase on December 5th. Kay Wiley will take care of the music. Sonya Segura is working with Student Activities to get student volunteers to help with showcase set-up. Diane Rodriguez needs volunteers to help get door prizes.

**Killeen:** Met on September 10, 2003 at 10:30am to discuss issues and concerns (the contents of that meeting are shared below). Reports from the September Staff Council meeting were shared with the staff. There was no comment from Staff Council on the Killeen report.

**Old Business:**
Parking Issues: Staff expressed an opinion that they would like to keep assigned parking, though there was concern that keeping faculty and staff parking separate was not conducive to group cohesion. Several staff asked that the sign stating reserved hours be amended to 8:00 pm for staff that work late.
R.A.D. (Rape Aggression Defense) Course: Staff expressed a desire for additional training: another basic course and an advanced course. We will find a location and contact Mr. Hutson to set up future sessions. Many people asked that the course be given on a Saturday. More details will be given at a later date.

**New Business:**
The vacant Staff Council position was discussed and the staff were urged to consider filling this position.
Assistance was requested from staff to meet with local businesses to secure donations for Killeen Employee of the Month gift baskets.
December 19, 2003 was set as the staff Holiday party. The potluck is set to begin at 11:30am. The ornament exchange tradition will continue. The staff agreed that the suggested limit for ornaments should be kept at $5.00.
The calendar for local meetings was approved for the second Wednesday of each month. Thank you letters are to go out to Dr. McCabe’s office, the Tarleton Bookstore and Mary Garcia for donations for our “Purple Coin Raffle”. The raffle was held at the end of the meeting.

Steve Blum gave an urgent reminder that all staff, faculty and students using home computers for University business continue monitoring for viruses and keeping virus protection updates current. Also mentioned was the importance of staff and faculty updating tag lines on e-mails (a first name only generally gets ignored or deleted) and giving better subject info. Several people noted that they had deleted the email with the subject of FERPA because it sounded suspicious.

The meeting closed at 11:30am.

PRESIDENT’S REPORT: Georgia met with Mr. Graham on Tuesday, September 30, 2003. The following items were discussed:

- A groundbreaking ceremony will be held at 2:00 p.m. on Thursday, October 9, for the new student residence housing on the corner of Rome and Jones St.
- Dr. Benton Cocanougher, Interim Chancellor of The Texas A&M University System will visit Tarleton on Thursday, October 16.
- The library, math, and old science building construction project is being finalized this week.
- The long-term construction projects that are being discussed right now are a new dining facility and new intramural/recreational sports facility.
- Tarleton is behind by about two years on the building committee construction projects. With Alpha, the on-site contractor, these projects will get pushed for completion.
- A study of the Printing Center will begin sometime in the near future.

OLD BUSINESS: The response to the campus e-mail and survey regarding Festival of Trees was discussed. Only 30 people responded, from only 4 departments. Most stated lack of time and money as reasons for not participating in the Festival of Trees. Debbie Cox made a motion to cancel the Festival of Trees for this year, but to re-exam the issue next year. Rhonda Holman seconded the motion. The motion passed.

NEW BUSINESS: The November meeting will be held in Killeen and by TTVN here in Stephenville. Budget issues were discussed. $200 was reallocated to the Staff Enrichment Day from Take Your Child to Work Day”. A discussion was held about what to do with the money budgeted for the Festival of Trees. This issue was tabled. A motion was made by Sonya Segura and seconded by Freddie LeJeune to approve the budget as presented by Georgia. The motion passed.

ANNOUNCEMENTS: Don’t forget the Employee of the Month Banquet tonight (Thursday, October 2) in the ballrooms of the Thompson Student Center. A TAEOP meeting is scheduled for Thursday, October 16 at 12:00 PM in Room 208 of the Administration Building.

The meeting was adjourned at 11:15 AM.
MINUTES
Staff Council Meeting
September 4, 2003

President Georgia Thomas-Jordan called the meeting to order. The following members were absent: Janice Quade, Stephen Wilson, Ray Savage, Waverly Inman and Brenda Sudman. The following individuals were substitutes for members: Debbie Payne for Debye Cox, Jamie Gilson for Darla Fent, and Leah Schultz for Tracy Holtman.

A motion was made by Rhonda Holman and seconded by Kay Wiley 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 $3,535.38 in account 213500 and a balance of $12,090.38 in account 233500. A motion was made by Kay Wiley to approve the report. The motion was approved.

COMMITTEE REPORTS:
Employee Recognition: The August 2003 Employee of the Month was awarded to Debbi Ganoung on Thursday, August 21, 2003. The committee met August 7, 2003, to discuss the Employee of the Year Banquet details and committee assignments. The Employee of the Year nomination has been submitted for approval and will be announced at the Employee of the Year banquet scheduled for Thursday, October 2, 2003, at 6:30pm in the Thompson Student Center Ballroom.

Special Events: The Holiday Showcase flyer is ready for distribution and the list of possible vendors has been prepared. A meeting of the committee is scheduled for Friday, Sept. 12 at 10:30 in room 208-Admin to begin the planning process. Please come if you can. There were only 7 people who had volunteered to be on the committee. To date, Freddie has only heard from 2. Volunteers are needed to have a successful showcase event.

Killeen: Stacy Ferrell met with Dr. Idoux and set the meeting calendar for the year. Our local staff council will meet on the second Wednesday of each month. The date for the staff Holiday party was set for December 19. More details will follow on the staff celebration at a later time. Letterhead stationary and envelopes were received from Stephenville. A template for donation and thank you letters has been created. Appreciation certificates were purchased and the first certificate was given to a local restaurant.

PRESIDENT’S REPORT: Georgia met with Mr. Graham on August 29, 2003. The following information is from that meeting:

- Renovation of the Library/Math building is back on track.
- The gravel parking lot next to Dairy Queen is under construction now. It will have a concrete surface to match the parking lot next to it.
- The small parking lots on the south side of the Administration building will be resurfaced with concrete. Entrances will be widened and five visitor spaces will be added to the west side after the expansion.
- A $1.2 million bond issue (paid in 5 years) has been approved for resurfacing the parking lot east of Tarleton Center, the gravel lot by girl’s dorm, and around the island. Lights will be upgraded in these parking lots.
• New resident housing construction will begin around the first of October.
• Long distance service via personal access code is no longer operative.
• The Computer network system is under attack. Information Resources is in the process of upgrading and adding more space to the system.
• The Board of Regents met on August 30th and approved Tarleton’s budget for FY2003-04. Salary letters are being sent out now
• Enrollment as of August 29th was 8887 students

OLD BUSINESS: Elections need to be held for two vacancies. Ballots should go out in the mail on Monday the 8th.
A question was asked about the clothing allowance for some departments. Georgia reported that this issue is being handled by the involved departments.

NEW BUSINESS: Ralinda Stone asked if there is interested in participating in the Texas State Employee Incentive Program. This is a state program that rewards employees who make suggestions that save money for the state institution where he/she is employed. Diane Rodriguez made a motion, and Linda Land seconded it, to research this program and investigate how other institutions handle this program. This information will be given to the Compensation and benefits committee to pursue.

There is no co-chair for the Festival of Trees. Rhonda Holman made a motion not to have the Festival of Trees this year. After a second was made, the motion was vetoed by a council majority vote. Freddie LeJune then made a motion, seconded by Sonja Segura, that Council send out email and conduct a survey of the staff about their interest in the Festival of Trees. This motion passed. Leah Schultz volunteered to chair the Festival of Trees if interest is shown.

ANNOUNCEMENTS: Jim Pack invited everyone to attend his NAVY retirement. A TAEOP meeting will be September 11th and 12:00 (noon) in Room 208 of the Administration Building.

A motion was made by Jim Pack and seconded by Diane Rodriguez to close the meeting. The motion was approved.

The meeting was adjourned at 11:15.