Staff Council 2004/2005 Minutes

MINUTES

Staff Council Meeting
August 4, 2005
10:30 a.m. - Howell Bldg. Room 107

President Linda Land called the meeting to order. The following members were absent: Mandy Ake, Angela Galbreth, Waverly Inman and Bobby Waddell.

Sherianne Boren-Magnani made a motion, which was seconded by Connie Snider, to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Marenda Horton reported a balance of $14,760.38 in Account #233500 and a balance of $5,669.01 in Account #213500. A motion was made by Diane Rodriguez and seconded by Mandy Hollifield to accept the report as given. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: The Campus Representation Committee met on July 25th. The objective of the meeting was to discuss our charge and start determining events for the year. Karl Easterling is in the process of developing a web survey to address the hang tag issue. There was also discussion about “Coffee with Council”. The committee determined that Bobby Waddell should visit with the past chair to see if “Coffee with Council” was effective and if there was any feedback available on the event. We discussed having a “Hot Topic” for each “Coffee with Council”. The proposed topic is the four 10 hr. work week for summer. The next meeting will be held August 19, 2005.

Staff Development: No report

Employee Recognition: The Employee of the Month for June was awarded to Jeannie Vazquez on July 12, 2005. We are in the approval process for the July employee and hope to have a presentation date sometime next week. We will also be presenting the August employee of the month very soon. The committee will be meeting next week to begin the Employee of the Year banquet preparation.

Compensation and Benefits: None

Public Relations: None
**Special Events:** The Committee met Monday, August 1, 2005. Suggestions were taken from the group of others that might be interested in assisting this committee and each of those mentioned will be contacted before the next meeting.

Halloween Photo Booth: The committee discussed the Halloween Photo Booth from last year. It was a great success and they plan to have it again this year. The Tarleton Halloween Carnival is planned for Thursday October 27th. The committee decided to have basically the same props as last year, with several volunteering to bring the items needed. The committee also decided to approach several businesses in town to see if they would donate the film if we would put their logo on the photo card.

Festival of Trees: It was decided to present this to the council again to decide if we want to send out another survey to determine interest, or just drop it and pass it to some other group or organization such as the Greeks or Student Leadership. Everyone agreed that it was a lot of work for the short period of time the trees are up and that participation is very low.

Holiday Showcase: The committee has drafted a letter to send ASAP to the previous vendors to notify them of the change in date due to the Board of Regents visit to campus and the $25 registration fee. This was approved and will be sent out in the next few days. The showcase will be December 9, 2005. Letters and registration forms will be mailed out as usual in October with the paid registration deadline being November 4, 2005. Preliminary planning began and more will be discussed at a later meeting.

Scheduled meeting time: The committee agreed to set the Tuesday before the Staff Council meeting at 9 am as our regular monthly meeting time (same day as the Executive committee meeting). Our next meeting will be Tuesday, August 30th at 9 am in the Library conference room in the foyer.

**Killeen:** None

**Old Business:** Linda Land announced we needed to vote on the 05-06 goals for Staff Council. Sherianne Boren made a motion, which was seconded by Joyce Goodman to accept the Staff Council goals as presented. The motion was approved. Marendra Horton announced the Staff Council name badges have been ordered for the new members. Karl Easterling is working on a web survey regarding the Hang Tags for parking.

**New Business:** Tina Boitnott reported she had been invited to attend the “kick-off” event regarding the Ft. Worth-Waco initiatives. Following is a brief overview of the meeting:

Dr. McCabe:
1. The world is changing. In order for the State of Texas to stay up with the changes of the worlds needs, we must produce ½ million graduates by 2015 (500,000 more than predicted in 2000).
2. Role of the university is changing. Our clients are not as eager to drive to main campuses so, university centers are popping up across the state to address their needs.
3. Demographically, TSU is geographically in a great place (not far from the 1-35 corridor). I-35 from Dallas to San Antonio is predicted to grow.
4. Think of this as survival protection of our area or taking care of students. We need to be focused and organized to meet student's needs.
5. Faculty will need to be on the road teaching classes. Especially new hires.

Dr. Peer:

1. Demographics, origin of incoming freshmen in the future will be from Fort Worth area.
2. Gravely concerned that master's degrees on the regional state universities are dying because place bound adults do not want to or economically can not afford to move to a campus to get the degree.
3. We have had classes in Fort Worth for 30 years now. We have alumni in Fort Worth and Waco area. The Mayor of Fort Worth is a TSU graduate. How can we engage them?
4. Adults will pick TSU over the others in these regions because we will give excellent customer service.
5. Fort Worth and TSU has a similar culture. If w can capitalize our services to students we will succeed in the Metroplex.
6. How can you help create a presence in Fort Worth ? If you know people who would be good partners or have land for sale or just ideas let Dr. Peer know.

Dr. Murray:

1. As a Fort Worth native this is how we see ourselves: "Proud of western heritage (stock show, western days). This is where the west began, don't like Dallas people. "Friendliest small/big town, "Sophisticated art/culture (May Fest, Main Street Art Fest, Zoo Run, Shakespeare in the Park).
2. The region we are looking at capturing is the south west quadrant of Fort Worth (I-35 & I-30). Hope to grab Jacksboro Hwy , Old Mansfield Hwy , all of Johnson, Parker and Hood counties.
3. 3 long term goals for Fort Worth area: "Increase graduate programs, commuter campuses, and visible presence
4. Develop relationships within the communities of Parker, Hill, McClennan and Tarrant counties.
5. Timeline: Identify and establish 8 programs by 9/1/06, conduct needs assessment by fall 05, engage potential partners (education, business, and community sectors).

Linda Land reported the Coffee Bar in the Library should be up and running in September.
ANNOUNCEMENTS:

Diane Rodriguez announced the back to school meeting will be September 2nd. She also announced TAEOP is having a membership drive. The installation of new officers will be August 18th at the Trogdon House. The National convention will be in Dallas.

Laurie Derrick announced the Texan Tour will be October 8th. Shawndi Wilson announced Employee/Spouse/Child Scholarships will still be accepted. Linda Land reported they will soon be accepting Staff Development Grants.

A motion was made by Debra Schwartz, which was seconded by Sherianne Boren-Magnani to adjourn the meeting. The motion was approved. The meeting ended at 11:15 a.m.
President Linda Land called the meeting to order. The following substitutes were present: Roseanne Reese for Misa Flournoy and Angie Ballard for Deanna Powell. The following members were absent: Laurie Derrick.

Bobby Waddell made a motion, which was seconded by Joyce Goodman, to accept the minutes of the previous meeting. The motion was approved.

**TREASURER'S REPORT:** Marenda Horton reported there is a balance of $14,972.38 in Account 233500 and a balance of $5,960.23 in Account 213500. Diane Rodriguez made a motion, which was seconded by Connie Snider to accept the Treasurer's report. The motion was approved.

**COMMITTEE REPORTS:**

**Campus Representation:** No report.

**Compensation and Benefits:** No report.

**Employee Recognition:** Mandy Hollifield reported the June Employee of the Month would be presented on Tuesday, July 12th at 2:30 in the Humanities Building on the 3rd floor.

**Public Relations:** No report.

**Special Events:** Glenda Stone reported the committee would meet for the first time this month and will discuss and decide exactly what to do about the following change for the Holiday Showcase, due to circumstances beyond their control. It has come to Glenda's attention that the Board of Regents will be at Tarleton the week that we normally have the Holiday Showcase and all reservations for the Thompson Student Center have been bumped (week of Nov 28th - Dec 2nd). Student Activities moved their regular holiday activities to the following week (Dec 5-9). Glenda went ahead and tentatively reserved the TSC for Friday, Dec 9th (plus Thursday to set it up) for the Holiday Showcase, providing the committee agrees. The committee will also send a letter to President McCabe asking permission to have the Showcase Dec 9th and permission to use some student workers if necessary, since it will be during finals. There will be a full report next month.

**Staff Development:** No report.

**Killeen:** No report.
PRESIDENT’S REPORT: Linda reported she attended the New Employee Orientation for June and there were 9 new employees. Linda met with Mr. Graham on July 6th at 1:30 and the following was discussed:

- There is no budget information at present but should have information by August 31st.
- There is a new Food Service Contract with Chartwells (Division of Compass Group) an international company doing business with hospitals and military. Will need to finalize the 5-year contract with Aramark. There will still be a coffee bar in the Library. The transition will begin soon (August 1-15).
- No bonds were passed during the regular legislative session, but some have been introduced during the special session. A bill was passed for Killeen lowering the Full Time Student Effort (FTSE) to 1,000. They are at 870 FTSE now.
- The new Math building is continuing to progress and they will start work on the parking lot north of the building.
- The new parking lot north of the Thompson Student Center should come online soon. This lot will be used to handle the parking between the Thompson Student Center and the Control Center, which will be closed down for the Dining Hall construction.
- Several audits are in process and one will begin in the next couple weeks. The audits include: Fire Marshall audit, Comptroller's office, IT audit, Athletic audit and Tarleton CT audit.
- LeaveTraq will begin August 1st. (Angie Brown will present this after today's meeting).
- Mr. Graham has started the process of filling Mike Moser's position.
- The new Holiday schedule will be announced after the July 21-22 Coordinating Board meeting.
- The Board of Regents December 1st meeting will be held on the Tarleton campus.
- The Administrative Leave document is still on the President's desk.
- There has been no action on the Parking Fine document presented by Faculty Senate.

Linda introduced student worker Heather Evans and announced she will be available to help Staff Council.

OLD BUSINESS: Linda provided copies of the 2005-2006 Staff Council Goals and asked that voting on the new goals be tabled until the next meeting to give everyone a chance to look at the document. Marenada Horton will be ordering name badges for new members.

NEW BUSINESS: A suggestion to work 4 10-hour workdays during the summer has gone to the Campus Representation committee to poll the staff of the university. Also complaints of hangtag problems (fines for improper display, non-display, etc.) have also gone to the Campus Representation committee to investigate solutions.

ANNOUNCEMENTS: Open Enrollment for benefits has begun. Meetings to come and hear representatives from the benefit companies will be held in July. If you are unable to attend the meetings, you can look at information on HRConnect. Diane Rodriguez announced the next TAEOP meeting will be July 21st in Room 208 of the Administration Building at 12:00 Noon.
Diane also reported new officer elections have been going on and installation of the new officers will be in August. Linda Land announced the new catalogs have arrived and are available in School Relations and at the Registrar's desk. Linda also reported classes will begin August 29th.

Linda Land adjourned the meeting at 11:00 a.m. and introduced Angie Brown, Director of Human Resources to speak about the new LeaveTraq.

Angie Brown provided a PowerPoint slide handout of the LeaveTraq process. Angie reported we will begin using LeaveTraq on August 1st. There will be training sessions on July 19th, 20th, and 27th at 9:00 a.m. and 2:00 p.m. in the Rio Grande Room at the Tarleton Center and in the Science Building, Room 208.
MINUTES

Staff Council Meeting
June 2, 2005
9:00 - Langdon Center, Granbury, TX

After an Eat, Meet and Greet session, Past President Tracy Holtman, introduced and turned the meeting over to the new President, Linda Land. Linda welcomed those present to the Annual Staff Council Retreat and began by having everyone introduce themselves. The following members were present: Tina Boitnott, Sherrianne Boren-Magnani, Lani Fairchild, Misa Flournoy, Joyce Goodman, Mandy Hollifield, Karen Hooks, Marenda Horton, Janie Howard, Waverly Inman, Deanna Powell, Diane Rodriguez, Debra Schwartz, Connie Snider, and Glenda Stone.

Election of Officers was held:

Vice President: Tina Boitnott
Secretary: Debra Schwartz
Treasurer: Marenda Horton
Parliamentarian: Bobby Waddell

A motion was made by Connie Snider and seconded by Marenda Horton to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Linda Land reported a balance of $15,268.08 in Account #233500 and a balance of $6,793.03 in Account #213500.

YEAR END COMMITTEE REPORTS:

Campus Representation:

There were several Eat, Meet and Greet sessions held throughout the year and they were all well attended. There were door prize drawings and everyone just relaxed and had a good time.

Compensation & Benefits: None

Employee Recognition:

The committee members presented the May 2005 Employee of the month to Jo Ann Tibbits of Purchasing.
The committee met and presented revised criteria and form to be approved by Jerry Graham and Dr. McCabe. This was approved and it was agreed that the new form would be posted on the web and used for ranking beginning September 2005.

Dr. Hinga presented a document for a new Employee Recognition program to Staff Council. After some discussion, the Council voted to not accept the new program as presented at that time.

The twelve Employees of the Month or 2003-2004 were honored at the Employee of Year Banquet. Jeanne McEndree was selected as Employee of the Year for 2003-2004.

Members of the Committee attended the Employee of the Month presentations. Each EOM was presented with a lapel pin, gift certificate for dining at a local restaurant, gift certificates to a Fine Arts event, athletic event, and dining with ARA Services.

The Committee began attending retirement events of staff. They were presented with certificates of appreciation for their service as a staff member at Tarleton.

**Public Relations:**

The committee's primary functions this year were to:

1. Create web mini-bio and email announcement each month for the Staff Employee of the Month award.

2. Receive approved meeting minutes each month, convert them to HTML, and post to the Staff Council web page.

3. Update other Staff Council web pages as needed.

4. Redesign and produce Staff Council brochures.

5. Assist in obtaining membership name badges.

**Special Events:**

This year the Special Events Committee added a new event to enhance our participation with the community. We did a picture taking booth at the annual Halloween Carnival that the University sponsors in October. We set up a Fall scene and using a Polaroid camera we took pictures of the local children in their costumes. We charged 4 tickets, which equaled $1. The revenue was $95 and the committee expended $96.95. Some of the suggestions for next year were:

1. Let the parents take pictures for a fee
2. We would take pictures or those who didn't bring cameras, using a digital camera, and then email the pictures.

The committee felt by doing this we would cut our cost and increase our revenue.

The Holiday Arts and Crafts Showcase was a success. There were 57 vendors who participated in the event. We took in $1,128 in revenues. The high cost items were the snacks from Aramark and advertising in the Stephenville Empire Tribune. Our expenditures were $924.23. It has been suggested that the committee increase the booth fee from $15 to $20 or $25. This would improve the amount of funds that could be applied to the scholarship account. Also, it would help cover the increasing cost of the overhead. The registration fee has never been increased since the beginning of the Showcase. Two years ago the committee did increase the door prize value from $25 to $35. We also moved the snacks from by the double doors over by the staircase to add more space for booths. It also moves the congestion away from the booths.

The only problem we had this year was with shoplifting. We had one booth report that they caught a customer trying to put a pair of sunglasses in their pocket. When this was reported to the committee, the individual was followed around the booths and watched. The unloading and loading went extremely smooth this year. We did rent a van to shuttle the vendors for parking, but it wasn't used at all. I would suggest that this not be done next year.

**Staff Development:**

Staff Development Day was held Wednesday, May 11, 2005, in the ballrooms at the Barry B. Thompson Student Center and was a success. Tina Boitnott reported there was a total of 575 registered. The registration was as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>252</td>
</tr>
<tr>
<td>Session I</td>
<td>Resumes = 35</td>
</tr>
<tr>
<td>Session II</td>
<td>Yoga = 92</td>
</tr>
<tr>
<td>Session III</td>
<td>Computer Viruses = 39</td>
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<tr>
<td>Session IV</td>
<td>Herbs = 129</td>
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<tr>
<td>Session V</td>
<td>Biofeedback = 140</td>
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<tr>
<td>Session VI</td>
<td>Enrollment Management = 14</td>
</tr>
<tr>
<td>Session VII</td>
<td>Traditions = 84</td>
</tr>
<tr>
<td>Session VIII</td>
<td>Computer Viruses = 57</td>
</tr>
</tbody>
</table>

There were several good comments made about the keynote speaker and the door prizes. Tina also reported the Staff Development Day came in under budget by about $4,000. The committee met soon afterwards for debriefing and talked about what things were good and what possible changes could be made for next year.
Killeen: None

PRESIDENT'S REPORT:

Tracy reported Staff Council has had a good year and Tarleton has had a lot of growth over the past year. There has been many new construction projects started and some finished. The Staff Council Executive members met for lunch with Mr. Graham and Dr. McCabe to give them an annual update of what the Council has done this past year. Tracy also reported that the Ad Hoc Committee for the Endowed Scholarship has been formed and they will start meeting soon.

OLD BUSINESS: None

NEW BUSINESS: Tracy Holtman reported there were three Staff Development Grants that needed to be fulfilled and asked for a motion to be made to move money over to cover the grants.

Diane Rodriguez made a motion, which was seconded by Sherianne Boren-Magnani to move $480 to the Compensation and Benefits fund. The motion was approved. Tracy Holtman made a recommendation to up the allocation in the grant fund for next year.

Due to time constraints, Linda Land adjourned the meeting at 11:30 a.m.

The members went to lunch and reconvened at 1:00 p.m. to discuss goals for next year. Linda Land presented the goals from last year and asked the members to look at these and give suggestions for revision. After some suggestions and discussion, Linda asked us to table the goals until the July meeting. We then broke into committee groups and discussed what we would like the committees to do in the upcoming year.

Linda Land dismissed the committee meetings at 3:00 p.m. to return to campus.
MINUTES

Staff Council Meeting
May 5, 2005
10:30 a.m. - Tarleton Center Room 130

President Tracy Holtman called the meeting to order. The following substitutes were present: James Wiley for Stephen Wilson. The following members were absent: Sherrianne Boren-Magnani, Debye Cox, Nickie Hicks, Harriett Ott, and Waverly Inman.

Kay Wiley made a motion, which was seconded by Connie Snider, to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Kay Wiley reported there is a balance of $18,373.41 in Account 233500 and a balance of $7,125.25 in Account 213500. Joyce Goodman made a motion, which was seconded by Karen Hooks to accept the Treasurer’s report. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: Tracy reported the next Eat, Meet & Greet will be postponed until mid-summer.

Compensation and Benefits: Tracy reported the deadline for summer grants was extended until the end of May. An email should go out soon. Tracy also reported there is $800.00 left in the account and money would be moved over if needed.

Employee Recognition: The Employee Recognition Committee members presented the April 2005 Employee of the Month to Joyce Goodman of Business Services.

Public Relations: No report.

Special Events: No report.

Staff Development: Tina Boitnott reported there 248 have responded for Staff Development Lunch. She also reported the presentation will be well attended and everything is going smoothly.

Killeen: No report.

PRESIDENT’S REPORT: Tracy met with Mr. Graham and the following was discussed:

- The new Vice Chancellor of Finance made a visit to campus.
Some construction projects have been completed or are near completion.
The Fire Marshall visit will be this month.
The Budget process has not been completed.
There has not been a definite time stated for the Killeen split.

OLD BUSINESS: Administrative Leave document is still in the works. Tracy reported any NCAA feedback may be sent to Dr. McCabe. The Endowed Scholarship committee is being formed.

NEW BUSINESS: Dr. Gilbert Hinga was introduced to bring forward the proposal for a new system to replace the current Employee of the Month award. The proposal included awards for the following categories:

Newcomer Award
Customer Service Award
Innovation Award
Professional and Community Service Award
Exceptional Achievement Award
Top Texan Award

After explaining the proposal and much discussion, Linda Land made a motion which, was seconded by Ray Savage, to take no action on the proposal at this time. The motion was approved.

ANNOUNCEMENTS: Diane Rodriguez announced the next TAEOP meeting will be May 19th in Administration Room 208 from noon until 1:00 p.m.

Tracy dismissed all substitutes and guests.

Tracy asked for nominations for 2005-2006 Staff Council President. Linda Land and Diane Rodriguez were nominated. Bobby Waddell made a motion which was seconded by Joyce Goodman to cease nominations. The motion was approved.

Linda and Diane were asked to leave the room for the voting to take place.

Linda Land was voted the new President.

Tracy presented all council members with a thank you gift for their service this past year.

On behalf of council members, Linda Land presented Tracy with a thank you gift for her service as President.

Jim Pack made a motion which was seconded by Joyce Goodman to adjourn the meeting. The motion was approved. The meeting adjourned at 11:55 p.m.
MINUTES
Staff Council Meeting
April 7, 2005
10:30 a.m. - Tarleton Center Room 130

Linda Land introduced guests: Dr. McCabe, Dr. Peer, Dr. Floyd, Coach Lonn Reismann, and Ms. Susan Burton.

Dr. McCabe brought forward the proposal for Tarleton to move from NCAA Division II to NCAA Division I-A. Some of the following items were presented and discussed:

- It is not a guarantee that we would be accepted into conference.
- There would be a time period in which we would not be allowed to participate in tournaments.
- The gpa requirement would be higher which in turn would raise our standards.
- There will need to be more athletic scholarships offered, where will the money come from?
- We would need to add two more athletic programs.

In the absence of the President, Vice President Linda Land called the meeting to order. The following substitutes were present: Erin Williams for Kay Wiley, Lanie Fairchild for Tina Boitnott and Angie Murray for Sherianne Boren-Magnani. The following members were absent: Stacy Ferrell, Nickie Hicks, and Waverly Inman.

Jim Pack made a motion, which was seconded by Joyce Goodman, to accept the minutes of the previous meeting. The motion was approved.

TREASURER'S REPORT: Linda Land reported there is a balance of $19,202.82 in Account 233500 and a balance of $7,426.08 in Account 213500. Jim Pack made a motion, which was seconded by Joyce Goodman to accept the Treasurer's report. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: No report.

Compensation and Benefits: Debye Cox reported a few more Spring grants were to be given out. The committee will need to send out information about the Summer grant deadline.

Employee Recognition: The Employee Recognition Committee members presented the March 2005 Employee of the Month to Cynthia Scott at Killeen. Linda Land reported committee members attended Jan Irons retirement party and presented her with a plaque of appreciation for her service at Tarleton.
Public Relations: No report.

Special Events: No report.

Staff Development: No report.

Killeen: No report.

PRESIDENT'S REPORT: None given due to time constraints.

OLD BUSINESS: Linda Land reported there would not have to be a change to the Staff Council Constitution to change the name of the Employee of the Month award to Staff Employee of the Month because it is not formally named in the Constitution.

NEW BUSINESS: Linda Land asked for a motion to be made to allow Tracy Holtman and Jim Pack handle the nominations for new council members. Normally the past president along with the Parliamentarian (Jim Pack) would do this. The past president is no longer employed at Tarleton. Joyce Goodman made a motion, seconded by Karen Hooks to allow Tracy Holtman and Jim Pack to handle the nominations for the new council members. The motion was approved. Linda asked everyone to take a copy of a proposal for a new Employee of the Month Award system brought forward by Dr. Gilbert Hinga and review it for the May meeting. Dr. Hinga will be presenting the proposal at the May meeting. Linda asked for everyone to try to be present at this very important meeting. Besides, the proposal being brought forward, there will be an election for the new president of Staff Council.

ANNOUNCEMENTS: None

Jim Pack made a motion, which was seconded by Debye Cox to adjourn the meeting. The meeting was adjourned at 12:00 Noon.
MINUTES
Staff Council Meeting
March 3, 2005
10:30 a.m. - KilleenTVN Room/Tarleton Center Room 130

President Tracy Holtman called the meeting to order. The following substitutes were present: Erin Williams for Kay Wiley, Cindy Martin for Nickie Hicks, and Angie Nimmo for Gilbert Hinga. The following members were absent: Mandy Hollifield.

Jim Pack 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: Tracy Holtman reported there is a balance of $19,596.83 in Account 233500 and a balance of $8,705.68 in Account 213500. Tracy also reported the transfer had been made to the Endowment Fund. Stacy Ferrell asked if they had received the expense receipts from Killeen for the Holiday Showcase. Linda Land reported they had received some. Diane Rodriguez made a motion, which was seconded by Martha Mittel to accept the Treasurer's report. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: Tracy reported there would be an Eat, Meet & Greet following today's meeting on the Killeen campus.

Compensation and Benefits: None

Employee Recognition: The Employee Recognition Committee members presented the February 2005 Employee of the Month to Angie Brown of Human Resources. Linda Land reported the criteria and ranking process was discussed with Dr. McCabe and Mr. Graham at the Executive Officer's Luncheon on February 23rd. Dr. McCabe invited Tracy and Linda to meet with him and Mr. Graham on Friday. At the conclusion of the meeting, Dr. McCabe and Mr. Graham signed the revised Employee of the Month Criteria documents and gave them to Linda. The approval of the EOM documents has brought a change in the name of the award-"Staff" Employee of the Month. The committee will now ask for Staff Council to vote to change the title of the award in Staff Council's constitution. The committee will meet soon to launch it's PR campaign and begin the process plan for implementing the revised criteria and form. Linda thanked Staff Council members for attending events. She has received some very positive comments on the attendance.

Public Relations: No report.

Special Events: No report.
**Staff Development:** No report.

**Killeen:** No report.

**PRESIDENT'S REPORT:** Tracy reported she and Kay Wiley attended the New Employee Orientation and there were 4 new employees present. Tracy did not meet with Mr. Graham. Tracy reported the following items were discussed at the luncheon with Dr. McCabe and Mr. Graham:

- Committee Reports
- Dr. McCabe was excited about how well the Basketball Team was doing
- New parking lots
- Discussed documentation brought forward from Faculty Senate wanting to raise fines for parking in reserved spaces. At this time Tracy asked Staff Council to review the document. After much discussion, a motion by Linda Land, which was seconded by Sherianne Boren-Magnani for Staff Council to not support the parking document, was made. The motion was approved.

**OLD BUSINESS:** Administrative Leave document is still being reviewed by the Vice Presidents.

**NEW BUSINESS:** Linda Land asked for a motion to be made to begin the process to change the Employee of the Month to “Staff” Employee of the Month. Ray Savage made a motion to begin the process to change the Staff Council Constitution to read Staff Employee of the Month, which was seconded by Joyce Goodman. The motion was approved.

Tina Boitnott asked Stephen Wilson if he would do a class on computer viruses, spam, etc. at Staff Development Day instead of the two Access Classes. Stephen agreed to do the class.

**ANNOUNCEMENTS:** Diane Rodriguez announced the next TAEOP meeting will be March 24th in Administration Room 208 from noon until 1:00 p.m. Tina Boitnott announced Student Services has two job fairs coming up—one on March 22nd in Arlington-MAC 3 and the Spring Job Fair on March 30th. Tina asked everyone to help support the job fairs.

Stacy Ferrell made a motion, which was seconded by Jim Pack to adjourn the meeting. The meeting adjourned at 11:05 a.m.

Following the meeting we continued with the Eat, Meet & Greet. The session was very well attended. We met some new employees and Tina Boitnott explained the Staff Development Day to them. There were some door prizes given away and the following staff received them: Lorrie Romero from Admissions, Paula Hill from Academic Operations, Wendy Edwards from Records and Stacy Ferrell from the Library. Congratulations to those who won!
MINUTES
Staff Council Meeting
February 3, 2005
10:30 a.m. - Tarleton Center, Room 130

President Tracy Holtman called the meeting to order. The following substitutes were present: Dawn Green for Connie Snider and Deanna Powell for Debye Cox. The following members were absent: Sherianne Boren-Magnani, Stacy Ferrell, Nickie Hicks, Mandy Hollifield, and Kay Wiley.

Jim Pack made a motion, which was seconded by Joyce Goodman, to accept the minutes of the previous meeting. The motion was approved.

TREASURER'S REPORT: Tracy Holtman reported there is a balance of $21,125.63 in Account 233500 and a balance of $8,925.88 in Account 213500. Tracy also reported the balance from last year's budget had been brought forward and there would be some discussion for some of the monies involved during the New Business portion of the meeting. Diane Rodriguez made a motion, which was seconded by Karen Hooks to accept the Treasurer's report. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: Tracy Holtman reported Nickie Hicks asked to be released as chairman of this committee. A new chairman will need to be appointed.

Compensation and Benefits: Joyce Goodman reported $1,419.30 has been allocated to Staff Development Grants for the Spring. Tracy reported there is $608.80 remaining from last year's budget and Debye has asked for that to be moved into this year's budget. Debye has also asked for more money to be allocated for Summer grants. Linda Land asked everyone to not send any other forms when sending the application for a grant and that it should not be assumed that when you apply for a grant that you will receive it. It often depends on how many applications are received.

Employee Recognition: Linda Land reported January was a very busy month for the committee:

1. The committee submitted the revised Employee of the Month criteria and form to Mr. Graham for his approval. He sent it on to President McCabe for his comments and approval. Dr. McCabe has presented it to his Vice Presidents for their comments.
2. The committee presented the January Employee of the Month to Susan Gordon, Administrative Secretary of Mathematics, Physics, and Engineering. Dr. Garza invited all her department to attend and Ms. Gordon was very excited to have been nominated by her peers. This presentation was not easy to schedule due to many different meetings and the Board of Regents and The Coordinating Board meetings.
3. We attended the following retirements parties and presented a Certificate of Appreciation for Service from Staff Council to the following retirees:
   o Susan Davis of Killeen - Stacy Ferrell represented Staff Council
   o Sherry Taylor, Executive Secretary of College of Education
   o Neal Irvin, Senior Buyer for Purchasing
   o H.M. Whisenant - Systems Tech III of Information Resources-Telecommunications
   o Jackie Pemberton - Clerk IV of Registrar’s Office
   o Sue Breakall - Administrative Assistant of Student Services

Linda thanked Staff Council members who attended the events. She has received some very positive comments on Staff Council attendance.

Public Relations: No report.

Special Events: No report.

Staff Development: No report.

Killeen: No report.

Tracy introduced guests Andi Trinque, Nancy Turner, Donna Savage, and Rusty Freed. They spoke on the upcoming Greater Tarleton Annual Fund Drive/Spring 2005 Faculty-Staff Campaign. They reported their focus is not on how much money is donated but more on amount of participation. They gave everyone a hand-out that had results from the 2004 Campaign. The hand-out shows there was an overall participation rate of 32% with the College of Business Administration having a participation rate of 99%. Everyone is encouraged to give at least a $1.00 donation. They also reported there will be at least two days where Aramark will donate a percentage of what Employees spend at the Dining Hall. Employees eating at the Dining Hall on the designated days will sign a sheet showing their participation. For more information you may contact Nancy Turner in the Office of Development at 968-1872.

PRESIDENT’S REPORT: Tracy reported she Linda Land attended the New Employee Orientation and there were 9 new employees present. Tracy did not meet with Mr. Graham due to her being ill. She reported the draft for the 2005-2006 Calendar had gone forward to the Calendar committee for adoption and the Calendar committee is now working on the 2006-2007 Calendar. Some of the things being considered are:

- A Fall Break
- 2 hour exams vs. 2.5 hour exams
- Moving rotations for exams
- Homecoming week (falls during Midterms)
- Having Dead Day as a Wednesday
The Staff Executive Committee will have a luncheon with Dr. McCabe and Mr. Graham on Thursday, February 10th.

The budget meeting for Staff Council is set for Monday, February 21st. Tracy reported she has asked Vice President Linda Land and Treasurer Kay Wiley to attend the meeting with her.

The following was discussed with Mr. Graham:

- Work continues on implementing Banner with Vickie McCamey working on it. Some offices can talk to Brad Chilton’s in the OPEIR office.
- Jim Cook started his new job as Dean of Enrollment Management on Monday.
- The search for a new Director of Information Resources is wrapping up and hope to have that in place within 5 to 10 days.
- There are 80 new construction projects going on- some of these include: should hear about the TRN in May, Plans are being finalized for the parking lot North of the Thompson Student Center, The telescope for the Observatory should be here in May.
- There are 5 upcoming staff retirements. Tracy encouraged all Staff Council members to attend these and reminded them to wear their name badge.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Tracy asked for a motion to move the remaining money from last year’s Compensation and Benefits budget to be moved into this year’s account. After discussion, Jim Pack made a motion to move the remaining $608.80 from last year’s budget to this year’s account. Martha Mittel seconded the motion. The motion was approved.
- Tracy asked for a motion to move the money raised from the Holiday Showcase to the Staff Council Endowed Scholarship fund. Joyce Goodman made a motion, which was seconded by Diane Rodriguez to move $376.77 to the Staff Council Endowed Scholarship Fund. The motion was approved. Tracy reported there was $8,113.00 remaining from last year’s budget in Account 233500. Tracy suggested we move $3,500.00 of that to the Staff Council Endowed Scholarship Fund. She reported we need $5,000.00 to get the Endowed Fund set up. After many questions and discussion, Ray Savage made a motion, which was seconded by Joyce Goodman to move $3,500.00 of the remaining $8,113.00 from last year’s budget to the Staff Council Endowed Scholarship Fund. The motion passed with 2 Nay votes.

**ANNOUNCEMENTS:** Tracy reported Java City will be reopening soon. Diane Rodriguez announced the next TAEOP meeting will be February 17th in Administration Room 208. Diane also reported the Distinguished Service Awards Ceremony will be held April 29th in the Administration Mall area. Tina Boitnott announced the Dress for Success Fashion Show will be
February 15th at 7:00 p.m. in the Thompson Student Center. Dr. Gilbert Hinga announced the International Festival will be Wednesday, February 16th from 11:00 a.m. to 1:00 p.m. in the Thompson Student Center and invited everyone to attend.

Karen Hooks made a motion, which was seconded by Jim Pack to adjourn the meeting. The meeting adjourned at 11:30 a.m.
President Tracy Holtman called the meeting to order. The following substitutes were present: Angie Murray for Connie Snider and Janie Jones for Glenda Stone. The following members were absent: Mandy Hollifield, Ray Savage, and Ralinda Stone.

Diane Rodriguez made a motion, which was seconded by Martha Mittel, to accept the minutes of the previous meeting with an amendment. The motion was approved.

TREASURER’S REPORT: Kay Wiley reported a balance of $12,082.56 in Account #233500 and a balance of $4,037.05 in Account #213500. Kay reported she has not received bills from Killen for attending the Holiday Showcase. Kay also reported there is a problem with the wrong account number on bills being sent through for payment. A motion was made by Joyce Goodman and seconded by Linda Land to accept the report as given. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: No Report

Compensation and Benefits: Debye Cox reported 14 applications have been received for grants and the committee will be meeting soon to disperse the funds. Eligibility for half-time employees will be discussed during Old Business.

Employee Recognition: Linda Land reported the Employee of the Month for December was Donna Savage and she thanked Staff Council members who attended. Linda reported the committee met to work on updating the nominating form and criteria. A sub-committee was formed and revised the criteria and nomination form. The revisions will be presented to Staff Council for a vote during New Business.

Public Relations: No report.

Special Events: President, Tracy Holtman, thanked Kay Wiley and her committee for all the work done on Holiday showcase. She heard a lot of good comments about it being busier than last year. Kay reported only one vendor did not show up. There were 57 vendor booths. Kay commended Nickie Hicks and Waverly Inman for their help unloading and loading vendors. Nickie was still helping load the last vendor at 7:20 p.m. A van was rented to transport vendors from parking to the Student Center but found it wasn’t needed. Kay also reported all the feedback she has received has been positive and she has added about 20 new vendors to next
year's mailing list. She doesn't have the actual cost yet because all the bills have not been received. Kay reported a revenue of over $1,000.00 has been received. Kay thanked everyone for all the help that was given. Everyone's help is what makes it a success.

**Staff Development:** Tina Boitnott reported the committee met in December and set the date for Staff Development Day for May 11th. The theme is “Growth”. Mr. Jody Dean of KTVT will be the keynote speaker at no cost. There will be 4 breakout sessions in the morning and 4 in the afternoon to choose from. Sessions under consideration are: Advanced Access, Stress Relief, Our Customers: The Next Generation, Personal Growth, Planetarium Show and Yoga. The committee is open to any suggestions on session topics. Tracy reported there were two classes of Access held before the holidays with 33 people attending, she thanked Leah Schultz and Tanya Doyle for their help.

**Killeen:** No report.

**PRESIDENT'S REPORT:** Tracy reported she had attended the University Planning Retreat held on January 5th and some of the items discussed were: Tarleton-Central Texas, Closing the Gaps, Accountability Measures, Crisis Management Update, New Degrees, a facilities update, and growth opportunities in Ft. Worth and Waco areas. Linda Land attended the New Employee Orientation for Tracy and there were two new employees present.

The following was discussed with Mr. Graham:

- Work continues on implementing Banner with Vickie McCamey working on it. Some offices can talk to Brad Chilton's in the OPEIR office.
- Jim Cook started his new job as Dean of Enrollment Management on Monday.
- The search for a new Director of Information Resources is wrapping up and hope to have that in place within 5 to 10 days.
- There are 80 new construction projects going on- some of these include: should hear about the TRN in May, Plans are being finalized for the parking lot North of the Thompson Student Center, The telescope for the Observatory should be here in May.
- There are 5 upcoming staff retirements. Tracy encouraged all Staff Council members to attend these and reminded them to wear their name badge.

**OLD BUSINESS:**

- The Administrative Leave is still on the President’s desk.
- Tracy is trying to set up a luncheon between Staff Council, Mr. Graham, and Dr. McCabe.
- Staff Development Grants for part-time employees: Mr. Graham suggested part-time employees should receive money if there is any left over after money is granted to full-time employees it should be at a percentage.
- After discussion of the above, it was determined that the Compensation and Benefits Committee should propose a recommendation for part-time eligibility and bring it back to Staff Council for a vote.
• Tracy reported businesses were called to ask about discounts to TSU employees-some of these have been posted to the Hidden Benefits web page.

NEW BUSINESS:

• Linda Land brought forward recommendations for changes to the criteria for nominating the Employee of the Month and a new form. Linda pointed out the changes and Sherianne Boren-Magnani made a motion, seconded by Joyce Goodman to accept the changes. The motion was approved. Linda's committee will do some PR to present the criteria changes and the new form to the University staff.

ANNOUNCEMENTS: Everyone is invited to a Baby Shower for Mandy Hollifield on Thursday, January 6th at 4:30 pm to 5:30 pm in the Women's resident Hall Lobby.

Stacy Ferrell announced she is resigning her position as of May, 2005. Tracy reported Harriett Ott's term would be up in May also. There will need to be a vote for these two positions.

Linda Land reported the Stephenville National Guard left for 12 months of service in Baghdad. This is the first time they have been called up since World War II. There are several Tarleton connections to those who were called up.

Diane Rodriguez announced the next TAEOP meeting will be January 12th in Room 208 of the Administration Building.

Sherianne Boren-Magnani made a motion with a second by Jim Pack to adjourn. The meeting ended at 11:20 a.m.
MINUTES
Staff Council Meeting
December 2, 2004
10:30 a.m. - Howell Building, Room 107

President Tracy Holtman called the meeting to order. The following substitutes were present: Deanna Powell for Debye Cox. The following members were absent: Gilbert Hinga.

Connie Snider made a motion, which was seconded by Joyce Goodman, to accept the minutes of the previous meeting. The motion was approved.

TREASURER’S REPORT: Kay Wiley reported a balance of $12,788.69 in Account #233500 and a balance of $4,345.18 in Account #213500. Kay reported they have not forwarded balances from last year. A motion was made by Sherianne Boren-Magnani and seconded by Diane Rodriguez to accept the report as given. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: No Report

Compensation and Benefits: Tracy thanked Debye Cox and Sherianne-Boren Magnani for taking over chairing this committee. She also stated an email was sent out with the deadline to apply for Spring grants. Tracy reported there was a question raised concerning the eligibility of part-time budgeted employees receiving grants. The committee will meet and make a recommendation to Staff Council to be voted on. Kay reported she is still having trouble getting paperwork and she also stated Beth Chandler said procurement cards could not be used for registrations. Kay also asked if a grant was given and you were not going to use it to please notify her and the committee.

Employee Recognition: Linda Land reported the Employee of the Month was Frank Burney, Tarleton's Automotive Fleet mechanic in Physical Facilities. Linda thanked the Staff Council Members who attended the presentation. Linda stated the committee would meet to work on updating the nominating form and criteria. She hopes to have this documentation ready soon. There was also discussion of the possibility of doing a survey regarding the Employee of Month presentations.

Public Relations: Tracy thanked Ray Savage for all his work on the new Staff Council Brochures.

Special Events: Kay reported the committee is geared up for the Holiday Arts and Crafts Showcase to be held Friday, December 3rd. She reported there are approximately 58 vendors signed up for booths. She had two vendors call this week to cancel because of illness. They are planning on having 4-6 door prizes every 30 minutes starting at 9:30 a.m. There is a need for
helpers in the morning and evening to help unload and load the vendor's merchandise. Also Ralinda could use a few more people to help in the afternoon with the door prizes. If you would be willing to help at any of those times, please let her know. They will start unloading the vendors at 7:00 a.m. and then will help load their merchandise at 6:00 p.m. The more people they have the faster they can get it all done.

**Staff Development:** Tracy reported she spoke with Tanya Doyle about Access classes and they are trying to get it set up.

**Killeen:** No report.

**PRESIDENT'S REPORT:** Tracy reported she and Kay Wiley had attended the New Employee Orientation this month and there were two new employees. She also reported she attended the Academic Council meeting and there were changes to the curriculum, changes to fees, and the academic calendar which Dr. Collier will report on. Tracy also stated she was very pleased to be invited to the Annual Physical Facilities Award Luncheon and that she had met new people and enjoyed talking to them.

Tracy met with Mr. Graham and the following was discussed:

- The Banner/Luminus has been delayed with the resignation of Kim Roberts.
- The Bandstand is almost completed. The Observatory is well underway. The turf at the stadium is finished; they are just fine tuning it. The Centennial parking is almost back on schedule.
- There will be a meeting on Tuesday about the new Recreational Sports Facility.
- Mr. Graham and Dr. Mercer will be going to A&M in December to discuss the new dining hall. They will try to get it all set to present to the Board in March.
- Because of the Fire Marshall rules they are looking at how they can extend the life of Moody and Goff dorms for another year or two.
- The Coordinating Board rated the upgrade to the central electrical loop, HVAC, and the nursing building very high so there is a chance we might get some money for those projects.
- Interviews for the Director of Information Resources continues. There are several good candidates.
- Bids for the dining service will be underway in January. ARAMARK has been our providers for several years, but others are interested as well.

**OLD BUSINESS:** The Administrative Leave Policy is back on the President's desk.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** Tracy reported the Library will be closed to the public Friday, December 10, 2004 through Sunday, January 9, 2005. Staff will be on duty Monday through Friday, 8:00 a.m. until 5:00 p.m. to assist everyone through email, phone or by appointment. Diane
Rodriguez announced the Annual TAEOP Christmas Party will be held December 15th at 5:30 in the Family Living Center.

Tracy introduced Dr. Boyd Collier to discuss the recommendations for the 2005-2006 Academic Calendar. Dr. Collier handed out a draft of the calendar and stated the most important change was moving the class start date one week later. After the presentation, Ray Savage made a motion with a second by Karen Hooks to approve the draft of the calendar as presented. The motion was approved.

Jim Pack made a motion with a second by Nickie Hicks to adjourn. The meeting ended at 11:20 a.m.
President Tracy Holtman called the meeting to order. The following members were absent: Gilbert Hinga and Tina Boitnott.

Jim Pack 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 $13,457.74 in Account #233500 and a balance of $3,938.48 in Account #213500. A motion was made by Linda Land and seconded by Martha Mittel to accept the report as given. The motion was approved. Kay Wiley reported the Noon Aerobics program has been paid for.

**COMMITTEE REPORTS:**

- **Campus Representation:** No Report
- **Compensation and Benefits:** No Report
- **Employee Recognition:** The Employee Recognition Committee held its annual Employee of the Year Banquet on September 30, 2004 in the Thompson Center Ballroom. There were approximately 125 people in attendance, which included co-workers, friends, and family of the Employee of the Months for 2003-04. The theme for the evening was "Stars of Tarleton". Table and room decorations carried out this theme. Mary Howard, Employee of the Year 2002-03, presented the toast for the evening. A special table honored the Employee of the Years and those Employees of the Months that are deceased. Attendees were shown a special slide show of the Employee of the Months.

  Each of the 12 Employee of the Months for 2003-04 were presented with an engraved wooden pen made from the trees that were removed from the campus to make way for growth. Ms. Jeanne McEndree was presented the 2003-04 Employee of the Year. Dr. McCabe presented her with a plaque, $1,000 check and a gold watch.

  The Committee will have a follow-up meeting soon to discuss comments. The Committee will also add four new members who expressed a desire to serve on the committee as a result from the survey that was sent out via e-mail. We will discuss updating the nominating form and criteria. We hope to have this documentation ready for the November meeting.
We also noted, that we need to set a procedure in place for honoring staff that are retiring. Mr. Graham suggested that we present a certificate to them during their retirement reception. The committee will be discussing this at the next meeting, but would like to invite all Staff Council members to attend the retirement receptions and wear their nametag.

Tracy Holtman encouraged others to nominate employees for the employee of the month.

**Public Relations:** Ray Savage reported the new Staff Council brochures have not been printed. The printer that was going to be used was not set up for the margins that are needed. There has been a search for another color printer that could be used, but the search has been unsuccessful at this time.

**Special Events:** Glenda Stone gave the results of the survey for interest in having the Festival of Trees this year. There were 22 "yes" responses and 32 "no" responses. The committee recommended not having the Festival of Trees this year and to table it until next year. Ray Savage made a motion with a second by Sherianne Boren-Magnani to accept the committee’s recommendation. The motion was approved.

Kay Wiley reported the Staff Council would have a booth at the Halloween Carnival taking Polaroid pictures of the children. Mandy Hollifield will take over chairing this event. Kay reported the committee would be meeting next Wednesday.

Kay reported the Holiday Showcase will be held December 3, 2004 and invitations to vendors have been sent. As of this date there have been 20 responses. She also reported there had been a suggestion to add arts and crafts information to the invitation so people would know what the event was about.

**Staff Development:** No report.

**Killeen:** No report.

**PRESIDENT’S REPORT:** Tracy welcomed Dr. Gilbert Hinga who replaced Darla Fent and Harriet Ott who replaced Marcus Perkins. She also announced she had just received a resignation notice from Stephen Plumlee - the Category 6 representative. There will another election soon to replace him. She also thanked the Employee of the Month Recognition Committee for the hard work they had done on the Employee of the Year Banquet. Tracy read a copy of the thank you given at the Employee of the Year Banquet by Faculty Senate President, Kelli Styron to all staff for the work they do for our university.

Tracy met with Mr. Graham and discussed the following with him:

- Mr. Graham has received the Administrative Leave (merit leave) report for additional review and reported that he thinks it will be approved but just didn’t know when.
• There are 13 businesses accepting the Texan Card and more want to join, but waiting for information from General Council because of the selling of alcohol from some of the businesses.
• There will be a new Dining Hall located between the Thompson Student Center and the Venture Apartments, with an additional parking lot across the street. Currently they are working on a program of requirements for this $10.4 million dollar project.
• Work should begin between May and August for the new Recreational Sports Center for Intramural sports.
• Tarleton has asked the state through a Legislative Appropriation Request for money for a new Nursing Building.
• A committee has been formed to hire a new Director of Information Resources and hope to have this position filled by January 1, 2005.
• Everyone is working on closing the year and state reports.

Tracy announced she and Debra Schwartz attended the New Employee Orientation and welcomed six new staff members.

Rusty Jergins asked Tracy for a representative to be on the Parking Appeals Committee and Joyce Goodman agreed to be the Staff Council representative.

Tracy reported she is attending the Academic Council meetings and heard a lot of good information at the last meeting. Dr. McCabe reported as of the 12th class day there were 9,021 students enrolled. This includes Tarleton Central Texas.

OLD BUSINESS: None

NEW BUSINESS: Tracy presented proposed changes by the Calendar Committee for the 2005-06 academic year. After discussion, there was a recommendation to keep the changes as proposed.

Tracy announced the new Staff Council budget had been sent via e-mail to everyone for both accounts. After discussion of account 233500 there was a motion made by Jim Pack with a second by Diane Rodriguez to accept the budget for this account as presented. The motion was approved. After discussion of account 213500 there was a motion made by Jim Pack with a second by Karen Hooks to accept the budget for this account as presented. The motion was approved.

ANNOUNCEMENTS:

Diane Rodriguez announced the next TAEOP meeting would be October 21st in the Administration Building, Room 208 with Dr. McCabe as the guest speaker.

A motion was made by Jim Pack, which was seconded by Karen Hooks 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 substitutes were present: Angie Murray for Sherianne Boren-Magnani. The following members were absent: Stephen Plumlee.

After corrections were made, Jim Pack made a motion, which was seconded by Martha Mittel, to accept the minutes of the previous meeting. The motion was approved.

**TREASURER’S REPORT:** Kay Wiley reported a balance of $8,565.00 in Account #233500 and a balance of $4,993.50 in Account #213500. A motion was made by Diane Rodriguez and seconded by Joyce Goodman to accept the report as given. The motion was approved. Tracy Holtman reported she had received a request from Christi Ray to pay for the Noon Aerobics Program. Kay Wiley said a request for payment has been sent in. Kay Wiley also announced Business Services will no longer issue yellow vouchers, so it is imperative she gets copies of vouchers when using procurement cards to pay for reimbursable travel, etc. from Staff Development Grants.

**COMMITTEE REPORTS:**

**Campus Representation:** Nickie Hicks reported the Eat, Meet and Greet is set for September 8th in the Travis Room of the Dining Hall from 9:00 to 11:00 a.m. There will be door prizes and finger foods. A flyer will be sent.

**Compensation and Benefits:** Stephen Wilson reported there has been 9 grants received for the Fall. Stephen also reported a script was ready for calling the local businesses to ask them about giving employee discounts.

**Employee Recognition:** Linda Land reported the Employee Recognition Committee met and continued to plan this year’s Employee of the Year Banquet which will be held on September 30th 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, Dr. Peer, Mary Ann Foreman, and co-workers gathered in the Administration Conference Room to present the August 2004 Employee of the Month to Lisa Howe. Plans are to present the September 2004 Employee of the Month are being finalized.

The committee met and discussed some changes to the criteria for nominating a person for the Employee of the Month. Another change has been brought to our attention and will be
discussed at our next meeting. Hopefully, these changes will be brought forth to Staff Council for a vote at the October 2004 meeting. We hope as a committee that these changes will give the staff of Tarleton the correct knowledge and impression of our committee.

We also noted, that we need to set a procedure in place for honoring staff that are retiring. Mr. Graham suggested that we present a certificate to them during their retirement reception. The committee will be discussing this at the next meeting, but would like to invite all Staff Council members to attend the retirement receptions and wear their name tag.

**Public Relations:** Ray Savage reported the new Staff Council brochures should be ready by the next Staff Council meeting in October.

**Special Events:** Kay Wiley reported the committee met August 11th and discussed the Halloween Carnival Picture taking on October 28th, 2004. The decision was made to take Polaroid pictures and place them in Halloween decorated cards. We will decorate our area in a fall motif. We decided to concentrate on just the carnival for the first time and not to extend the picture taking over into Fright Night at the Thompson Student Center.

The Ballroom has been reserved for the Holiday Showcase. Vendor applications will be going out this month. I have received information for about 6 new vendors who wish to participate this year. Parking will be affected this year so we will need to rent vans that will be used to shuttle vendors and customers to the Thompson Student Center. Parking will be by the football field.

Glenda Stone reported Danice Pearson got back to her regarding the Festival of Trees. She was told the trees could not be put up in the halls but the Gallery could be used. The dates the Gallery was available did not work out. Glenda reported the Tarleton Center could be used. She also reported a survey to find out the interest in participation was ready to go out.

**Staff Development:** Tina Boitnott reported the committee and the following members were present: Karen Bills, Tina Boitnott, Sherianne Boren-Magnani, Susan Gordon, Karen Hooks, Martha Mittel, Kathy Swindle, and Jody Tennyson. There were six members absent. May 11 or 12, 2005 are the choices for the date. The Thompson Student Center Ballrooms, 219, 22D, 21, and 06 have been reserved. When the keynote speaker has been secured; one of the days will be released from the reserved status. The theme this year will center on "growth" (per Dr. McCabe’s speech).

The next meeting will be October 20, 2004, 3:30 p.m. at the Thompson Student Center Room 218 (Career Services). All members are to bring to this meeting:

- Ideas to use "growth" in the decorations, registration materials and title.
- Suggestions for a keynote speaker.
- Personal and co-worker’s ideas for breakout sessions.
Members selected sub-committees to work on. Members not present will submit the subcommittees they would like to be on to Tina.

The members are interested in a day focused on development and stress relief. Tarleton State University is growing and with growth comes change and change can be stressful in many ways. The committee wants the sessions to be invigorating and educational on a personal and professional basis.

Killeen: No report.

PRESIDENT’S REPORT: Tracy apologized for holding this month’s meeting in a room without ITVN connection with Killeen. Killeen was aware of the meeting and Tracy will give them a report.

Tracy met with Mr. Graham on Tuesday and discussed the following with him:

- Mr. Graham has reviewed the Merit days report and has forwarded it to President McCabe. President McCabe will be discussing it with the President’s Council. He expressed concern about how to administer it.
- Texan cards can be used in some local businesses and they are working on getting more. Businesses currently accepting them are Dominoes Pizza, Golden China, End-Zone Pizza, Cotton Patch and Superior Dry Cleaners. They are working on getting contracts with Subway, Sonic, La Fiesta and McDonald.
- Dr. Pepper will be coming back to campus-they are close to signing a contract with Coke. Dr. Pepper will be put back in the machines and in the Dining Hall.
- Construction is coming to a close in a lot of projects:
  - The auditorium in the Ag Building is almost complete-they have just received the chairs.
  - Centennial Hall is currently at 95-100% occupancy-they still have not resolved the parking issues.
  - There is a new floor in the Gym - a 3-d Block T.
  - All other construction continues.

Tracy was unable to attend the New Employee Orientation. Linda Land and Kay Wiley went instead. There were 6 new employees.

There is a new student worker Amanda Glenn who will be helping with Staff Council. Amanda will be working 10 hours a week, M-F 1-3. She is available to help any committees that need help.

Darla Fent will be leaving so there will need to be an election to replace her on Staff Council.

OLD BUSINESS:
Tracy talked to Stacy about the bookstore issues- Pat Thomas from Killeen is trying to get the Stephenville bookstore to visit that campus several times each semester for students. She told Stacy she did not think we could help with the issue concerning faculty giving extra textbooks to staff members taking classes, but maybe they could send out an email asking faculty to give an extra textbook to their library for staff members to use.

**NEW BUSINESS:**

There will a campus-wide email sent to find out how much interest there is in participating. (Darla Fent asked if the Administration tree could be refreshed. Diane Rodriguez said it has been discussed in the President’s office to bring someone in to do the tree but has not ever been done. Diane also reported there was a lot of expense associated with decorating the tree. There was some discussion about Faculty Senate and Staff Council contributing an amount of money to help re-decorate the tree. Jim Pack suggested planting a real tree outside in the mall area of the Administration Building.)

Mandy Hollifield made a motion, which was seconded by Debye Cox to send out the email to find out interest in the Festival of Trees. The motion was approved.

Tracy asked everyone to look on the university website at the new University Calendar to see if it meets the needs of Staff Council.

Ray Savage made a motion, which was seconded by Linda Land to keep the University Calendar updated with Staff Council events. The motion was approved.

**ANNOUNCEMENTS:**

Diane Rodriguez announced the next TAEOP meeting will be September 19th in the Administration Building, Room 208.

Tracy announced Killeen will hold their Annual Welcome Picnic on September 10th. They will be announcing their Service Awards at this time.

A motion was made by Jim Pack, which was seconded by Karen Hooks to adjourn the meeting. The motion was approved. The meeting ended at 11:20 a.m.