MINUTES
Staff Council Meeting
August 3, 2006
11:00 a.m. – Tarleton Center

President Joyce Goodman called the meeting to order. The following substitutes were present – Debby Payne for Christi Pfau and Janice Lingle for Sherianne Boren-Magnani. The following members were absent – Mandy Ake, Angie Brown, Kim Lee, Angie Murray, Christopher Stalker and Leonard Wise.

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

**TREASURER’S REPORT:** Christi Pfau reported that there is a balance of $10,366.28 in account 233500 and a balance of $6354.28 in account 213500 as of 07/31/2006. Maureen Scantling made a motion, which was seconded by Marenda Horton, to accept the Treasurer’s report. The motion was approved.

**COMMITTEE REPORTS**

**Campus Representation:** No report

**Employee Recognition:** Marenda Horton reported that they were going to hold a meeting the same day to discuss the details of the Employee of the Year banquet. The committee already has the date for the banquet on the calendar marked for September 28th, 2006 at 6:00 p.m. in the Ballroom of the Thompson Student Center. The July Employee of the month award was given to Mike Newton.

**Staff Development:** No report

**Compensation and Benefits:** Ashraf Jafri reported that she has already received a lot of Staff Council grant applications for Fall. The committee intends to meet in the first part of September to determine who will get the Staff Council grants and how much.

**Public Relations:** JoAnna Ince reported that she and Jamie Trusner will get together to look at the old brochures with Joyce Goodman, and that she also intends to involve Nancy Proctor while making a decision on who is going to print the new brochures.

**Special Events:** Glenda Stone stated that the Special Events Committee met on July 31, 2006. Among the topics discussed was the Halloween photo booth, which the committee intends to have again this year. They also discussed the Holiday Showcase and the Festival of Trees. The committee intends to meet again soon to iron out the fine details.

**Killeen:** No report
**Vice-President’s Report:**  No report

**President’s Report:**  Joyce Goodman told the council members that she attended the New Employee Orientation for July and there were 7 new employees. She gave them a Staff Council water bottle and pin each. Joyce stated that she has not met Mr. Graham yet.

**Old Business:**

- Joyce Goodman wanted every Tarleton Staff member to have a Staff Council water bottle, since these were given out to new employees. This would also work as good publicity for the Staff Council.

- The summer hour work-week decision has been put on hold.

**New Business:**

Angie Nimmo was a spokesperson at the Staff Council meeting and she was representing the Tarleton campus Steps to Wellness Committee. One of the other Wellness Committee team members, Sharon Battenfield was also present.

Angie Nimmo stated that the goals of the Committee were encouraging, promoting and modeling wellness for all faculty, staff and students at Tarleton. A team could be formed consisting of 8 members or less and each team was to compete against other teams in completing 952 miles, which was the distance walked by John Tarleton when he had traveled from Tennessee to Texas.

Joyce Goodman stated that Staff Council would like to be a sponsor of the John Tarleton Walk, and that we should have at least one or two teams consisting of Staff Council members.

**Announcements:**  No announcements

A motion was made by Ashraf Jafri which was seconded by Karen Hooks to adjourn the meeting. The motion was approved and the meeting was adjourned at 11:35 a.m.
MINUTES
Staff Council Meeting
July 6, 2006
11:00 a.m. – Tarleton Center

President Joyce Goodman called the meeting to order. The following substitutes were present – Darlene Barton for Christi Pfau and Janie Jones for Glenda Stone. The following members were absent: Kim Lee and Angie Murray.

Debra Schwartz 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: Christi Pfau reported that there is a balance of $11,624.89 in account 233500 and a balance of $7221.57 in account 213500 as of 07/03/2006. Connie Snider made a motion, which was seconded by Deanna Powell, to accept the Treasurer’s report. The motion was approved.

COMMITTEE REPORTS

Campus Representation: Bobby Waddell reported that approximately 600 ballots sent out – one to every staff member on the issue of summer work week. Approximately 90 people participated in the meeting, but not everyone voted. Killeen had 6 members who participated. There was not a very good response from the absentee ballot. 55 staff members voted for four, 10 hour days, 9 staff members voted for a four and a half day workweek, and 10 people voted for no change at all from the present workweek. 52 staff members supported flex time and 10 members did not.

Compensation and Benefits: No report

Employee Recognition: Marenda Horton reported that the June 2006 Staff Employee of the Month award was given to Chad Evans in Telecommunications. The July award will be given at the end of July, since scheduling is a problem with the President and Mr. Graham being in and out the whole month of July.

The Employee of the Year banquet has been scheduled for September 28, 2006 at 6:00 pm in the Ballroom of the Thompson Student Center. Marenda requested everyone to make plans to attend and help out any way that they can.

Public Relations: JoAnna Ince reported that the Staff Council website has been updated, and this includes updating the names and e-mail addresses of the current council members. The June Employee of the month has been added to the website.
Special Events: Jason Jacks stated that the Holiday Showcase this year will be a one day event – it will either be held on December 8th or December 15th, probably December 8, 2006. The venue for the Holiday Showcase is the Thompson Student Center, and both floors will be utilized.

Paul Koonsman’s office has offered to work with Staff Council to decorate the gazebo, but the date has not been fixed yet.

Staff Development: No report

Killeen: No report

Vice-president’s Report: No report

President’s Report: Joyce Goodman told the council members that she attended the New Employee Orientation for June and there were 3 new employees. She also stated that she was not able to meet Mr. Graham yet.

Old Business:

- Joyce Goodman said that we still have staff council brochures from last year, so we may not need new ones.
- Tina Boitnott wondered if Tarleton could bring back the tradition of the Festival of Trees in the Holiday Showcase, and have different student organizations sponsor a tree.
- Ashraf Jafri asked about the administrative leave issue, where an employee with a good or superior annual evaluation would get a day or so of annual leave. Angie Brown clarified that this issue is still pending and will be discussed in the President’s Council sometime in the future.

New Business:

- No new business.

Announcements:

- Bobby Waddell will be leaving Tarleton shortly – he is leaving to join his wife.

A motion was made by Bobby Waddell and it was seconded by Linda Land to adjourn the meeting. The motion was approved and the meeting ended at 11:25 a.m.
This meeting of the Staff Council was an informal one at the W.K. Gordon Center in historic Thurber. The purpose of this retreat was for new council members to meet existing council members, to handover the presidency of the council to the new President, to elect new officers, assign staff council committee assignments, to plan for and discuss the goals of the council for the coming year.

After all the present members introduced themselves, Linda Land handed over the presidency of the Staff Council to Joyce Goodman. Joyce mentioned staff council goals and requested that she be contacted with any further suggestions. It was also emphasized that all staff members should be encouraged to contact any staff council member with ideas or suggestions for job enhancement and improvement.

New staff council officers were elected. There was a motion by Jason Jacks to nominate Marenda Horton as Vice-president and this was seconded by Sheri Boren-Magnani. Misa Flournoy passed a motion to nominate Ashraf Jafri for Secretary and Sheri Boren-Magnani seconded it. A motion was passed by Sheri Boren-Magnani to nominate Christi Pfau as Treasurer and this motion was seconded by Debra Schwartz. Connie Snider was nominated for Parliamentarian by Jason Jacks and this motion was seconded by Karen Hooks. All motions passed unanimously.

There were breakout sessions for Committee planning after lunch and the different members got together in groups with their respective committee members to organize and plan for the coming year. Members from Killeen were also invited to the retreat but were unable to come.

The retreat was very pleasant and productive and everyone present had a great time!
Staff Council 2005/2006 Minutes

MINUTES
Staff Council Meeting
February 2, 2006
10:30 a.m. - Howell Building, Rm 107

President Linda Land called the meeting to order. The following substitutes were present: Karen Hanshew for Mandy Hollifield, Ed Knoll for Bobby Waddell and Angie Murray for Connie Snider.

Laurie Derrick 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 a balance of $14,449.60 in Account #233500 and a balance of $9901.55 in Account #213500. A motion was made by Joyce Goodman, which was seconded by Sherianne Boren-Magnani, to accept the report as given. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: No Report

Compensation and Benefits: Sherianne Boren-Magnani reported the committee gave out 3 grants in November, 2 grants in December and 1 grant for January. Since there have not been many applications for the Spring, there was some discussion to leave the Spring deadline open.

Employee Recognition: Linda Land reported an informational flyer had been sent out to the staff about the Employee of the Month Award.

Public Relations: Ray Savage reported the posting of the December minutes to the website had been delayed and therefore Debra Schwartz had not been able to send out the minutes to the staff. The minutes are now posted and may be viewed on the following Staff Council website: http://www.tarleton.edu/~staffcon

Special Events: None

Staff Development: Debra Schwartz reported the committee met on January 23rd. Most of the topics for the breakout sessions have been determined and the contract for the luncheon has been signed. The keynote speaker will be Dr. Jim Kirby. The committee will meet again on February 20th at 1:15 p.m. in the Administration Building, Room 208.

Ad Hoc Committee: None
**Killeen:** No report.

**PRESIDENT’S REPORT:** Linda Land reported she attended the New Employee Orientation in January. There were 6 new employees in attendance. Mr. Stan Swam will send a list of employees that do not attend the orientation so Staff Council can send information and mugs to them.

Linda met with Mr. Graham the day before and reported the following:

- Tarleton is the #5 HUB user in Texas and #2 in Higher Ed and A&M System. A&M International was #1.
- The University is in the process of forming several councils/committees and Staff Council has been asked to have a representative on the following committees:
  1. Printing Committee/Technical Committee: to address the campuses printing problems, etc.
  2. Facility Rental Group chaired by Donna Strohmeyer: the committee will be looking at all facilities on campus and the use of these facilities - the committee will be creating an automated system to be on the website for the use of the facilities.
  3. Police Advisory Council - Linda Land has given three names as possible representatives.
  4. Bookstore Advisory Council - Tracy Holtman has agreed to be the representative.
- The Board of Regents met last week with several Tarleton items.
- Tarleton Dining Hall Project is in the bid process and may take a while to complete.
- The Rec Sports Facility is also in the bid process, the base bid came in over and have 2 bidders left, the committee is checking to see how to proceed or if they need to start over.
- The budget process is beginning and Staff Council will have theirs on February 27th at 2 p.m. Even though the cost of fuel has decreased some, the cost is still very high, so utilities are still the driver of increase needs.
- Tarleton held a fee hearing on Tuesday night and requested increases in the following areas:
  1. Designated Tuition Fees - increase from $60 to $70 (exact amount not set at this time)
  2. International Education Fee - increase from $1 to $4 per student per semester (this covers scholarships, expenses, etc for study abroad)
  3. Student Complex Fees - increase from $3 to $3.30
  4. Athletic Fee - $6 per semester credit hour
  5. Library Fee - increase from $3 to $5 per semester credit hour
  6. Freshman Experience Fee - Freshman orientation expense to become a fee so that it can be included in the financial aid packet benefiting the student
  7. Rec Sports Fee - to become a fee and assessed when the facility opens
- There is a $1.4 million Chiller Project which gives the university 3 chillers to bring online several of the buildings, but not all of them.
• "Unzipping" of Killeen is still in the thought process, status is still basically the same as it has been - there is no money for the transition
• Fort Worth/Waco Initiative - needs additional funds - maybe a one time funding - this will be in the success for Tarleton's future.
• UFICC has started meeting to use the FY06 funding. $280,000 has been committed.

Linda Land also reported:

• University Calendar is being set for 06-07 and should be ready to go to the committee for finalizing and printing sometime this month.
• Academic Council has reviewed the 06-07 calendar and talked about the 07-08 calendar. They also approved separating the Department of Fine Arts and Communications into two departments and separating the Department of Educational Administration, Counseling and Psychology. The discussed changes to the Faculty Handbook and reviewed information on the Writing Intensive Curriculum and Interim Director who will report to the Provost. They hope to have this implemented by the Fall 2007.
• University Planning Council – This is an advisory group to assist the President with University-wide issues concerning vision, mission and strategic planning and management. Sub-committees are charged with reviewing the current Strategic Plan 2003-2007 and update if needed.

Vice President's Report - None

OLD BUSINESS:

• Summer work hours has been approved to be a "hot topic" for "Coffee With Council".
• Staff Council members has agreed to send out Staff Council brochures when necessary to be printed.
• Linda Land talked with GrassBurr supervisor Jim Looby regarding the request from Don Whitten to help get staff recognized on campus. The supervisor suggested doing public relations to get staff to get pictures made, he will get back with her on this matter.

NEW BUSINESS:

• Dr. Peer will come to Staff Council on April 6 th to explain Staff’s involvement in SACS and “QEP” (Quality Enhancement Plan)
• Texan Connection – Do you want to volunteer? Visit the Texan Connection.
• Killeen – March meeting Staff Council will be traveling to their campus – members need to email Linda Land as soon as possible so that she can get number and finalize plans.
• Budget hearing will be February 22 nd at 2:00 – email any suggestions/requests.
• Election of new President – will be electing new president at the May meeting – need to get nominations in. End of term for Staff Council members will be May 31 st.
Linda Land announced Donna Savage, Rusty Freed, Nancy Turner and Lori Jeffries. Donna and Rusty announced the beginning of the Greater Tarleton Annual Fund Campaign. Donna showed pictures of how funds designated to the library helped purchase new furniture, paintings, etc. She stressed it was not important how much was contributed but how many participate. Last year there was a significant increase in participation and they would like to see continued growth this year. She presented the timeline for the campaign as follows:

Feb 1 - Letter and pledge card will be sent to faculty and staff
Feb 2 - Attend Staff Council
Feb 14 - Attend Faculty Senate
Feb 20 - President’s Day campaign for contribution
Mar 1 - Appeal letter will be sent out w/breakfast or lunch announcement & vouchers
Mar 6-8 Dining Hall Week
May 1 or 2 - Reception, drawing for grand prize and campaign wrap-up

ANNOUNCEMENTS:

- TAEOP meetings are held monthly in Administration Bldg, Room 208 - contact President Karen Schect for dates and time.
- Linda Land announced Speaker Symposium topics and Cultural Events - February:
  1. An Evening of Opera - Feb 2, 7:30 p.m. FAC Theater
  2. Lara Walter - Guest Organ Recital - Feb 3, 7:30 p.m. FAC Theater
  3. Robert Livesay - "Public Enemy #1 and Alcatraz (Crime and Punishment)" - Feb 8
  4. Tarleton Wind Ensemble Concert - Feb 9, 7:30 p.m. FAC Theater
  5. Tarleton Jazz Ensemble Concert - Feb 13, 7:30 p.m. FAC Theater
  6. Guys and Dolls Musical - Feb 22-25, 7:30 p.m. FAC Auditorium
  7. Carol Cole and Leslie Spotz - Guest Violin Recital - Feb 27, 7:30 p.m. FAC Theater

Ed Knoll thanked Glenda Stone and her committee for her efforts w/TSC during the Holiday Showcase regarding the fire codes that had been implemented.

Linda Land announced a FYI regarding Facility Improvements: Improvements have to go through several channels to get approved.

A motion was made by Deanna Powell, which was seconded by Sherianne Boren-Magnani to adjourn. The meeting ended at 11:25 a.m.
MINUTES
Staff Council Meeting
January 5, 2006
10:30 a.m. - Howell Building, Rm 107

President Linda Land called the meeting to order. The following substitutes were present: Janie Jones for Glenda Stone and Richard Darman for Mandy Ake. The following members were absent: Sherrianne Boren-Magnani, Karl Easterling and Bobby Waddell.

Mandy Hollifield 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 a balance of $14,945.27 in Account #233500 and a balance of $9927.42 in Account #213500. A motion was made by Deanna Powell, which was seconded by Diane Rodriguez, to accept the report as given. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: No Report

Compensation and Benefits: Joyce Goodman reported the committee had extended the deadline for the Spring applications for Staff Development grants. Two applications were received after the extended deadline.

Employee Recognition: Mandy Hollifield reported the November Staff Employee of the Month was presented to Mr. Jason Jacks, in the College of Science and Technology on Thursday, December 15, 2005. The December Staff Employee of the Month was presented to Ms. Joyce Daniels of Physical Facilities on Monday, December 19, 2005. Mandy asked the Staff Council members to help spread the word that we need more nominations for Staff Employee of the Month. We cannot present the award if we do not have nominations.

Public Relations: No report.

Special Events: Janie Jones reported for Glenda Stone the Holiday Showcase, which was Friday, December 9, 2005, was a success in spite of all the challenges they faced this year, including the campus being closed because of ice the day and a half before. Many thanks to all that assisted in any way at the showcase. All 81 spaces were reserved and everyone came except two, which was great considering the weather. Having all the door prizes downstairs in room 22D was successful in getting shoppers to the lower level. This was a must and worked out well. Of course, because of all the changes this year, our committee did come away with some ideas for fine tuning, but all in all the Showcase was a success.
All the decorations at the bandstand have been removed and taken back to the Staff Council storage building. With that done, we are finished with our main duties this year as a committee, but will meet again soon to discuss our year thus far as well as the months remaining.

**Staff Development:** Debra Schwartz reported the committee met on December 5th to discuss the upcoming Staff Development Day in May. The committee continues to pinpoint down workshop topics and ideas for the keynote speaker. The committee will meet again on January 23rd in the Administration Building, Room 208.

**Killeen:** No report.

**PRESIDENT'S REPORT:** Linda Land reported she attended the New Employee Orientation in December. There were 8 new employees, but only 3 were at the meeting. Stan Swam was in attendance as the new trainer for Human Resources.

Linda did not meet with Mr. Graham in December due to the holidays and the Board of Regents being on campus.

**OLD BUSINESS:**

- Summer work hours has been approved to be a "hot topic" for "Coffee With Council".
- Staff Council members has agreed to send out Staff Council brochures when necessary to be printed.
- Linda Land talked with GrassBurr supervisor regarding the request from Don Whitten to help get staff recognized on campus. The supervisor suggested doing public relations to get staff to get pictures made.
- 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.
- Linda Land told Faculty Senate that Staff Council was more interested in keeping the online directory updated rather than printing a directory to go out campus-wide.

**NEW BUSINESS:**

- None

**ANNOUNCEMENTS:**

- Diane Rodriguez announced the next TAEOP meeting will be January 13, 2006 in Room 208 of the Admin Building.
- Linda Land announced Speaker Symposium topics would be announced soon.
- Laurie Derrick announced Spring Texas Tour will be March 25, 2006.
• Lani Fairchild announced there would be several alumni receptions coming up. Visit the website for more information.
• Tina Boitnott asked everyone to encourage students to use Career Services.
• Angela Galbreth announced Killeen had their annual Christmas Party and 25 employees attended.

Mandy Hollifield made a motion, which was seconded by Joyce Goodman to adjourn. The meeting ended at 11:05 p.m.
MINUTES
Staff Council Meeting
December 1, 2005

10:30 a.m. - Tarleton Center Room 130

President Linda Land called the meeting to order. The following substitutes were present: Joanna Ince for Marenda Horton. The following members were absent: Janie Howard, Waverly Inman, Diane Rodriguez and Ray Savage.

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

TREASURER’S REPORT: Joanna Ince reported a balance of $10,184.24 in account 213500 and a balance of $16,239.65 in account #233500. She also reported the balances do reflect the new budget. Connie Snider made a motion, which was seconded by Laurie Derrick to accept the Treasurer’s report. The motion was approved.

COMMITTEE REPORTS:

Campus Representation: Bobby Waddell reported the committee got approval to do the “Hot Topics” for Coffee with Council. They are now working on the topics to present.

Compensation and Benefits: Sherianne Boren-Magnani reported she and Joyce Goodman met on November 14th, 2005 at 9:00 a.m. They received four Staff Council Grant applications and awarded all of them. The amounts awarded were: $192.00, $232.00, $242.43, and $250.00. All of the applicants were first time recipients.

Employee Recognition: Mandy Hollifield reported the October 2005 Employee of the Month was awarded to Mr. Jason Jacks of the College of Science and Technology on November 18, 2005. The November and December 2005 Employee of the Month is in the approval process.

Public Relations: No report.

Special Events: The committee is making final preparations for the Holiday Showcase which is Friday, December 9, 2005. All the available spaces have been reserved or spoken for. We have 81 total. Packets and flyers have been sent. Other publicity has been submitted to the newspaper, radio, and cable. We are finalizing work schedules, signs and brochures to be handed out at the showcase, as well as many other things. We are anticipating another successful Holiday Showcase.
Four of the six colleges each decorated a tree on the lawn around the bandstand. Our committee decorated one inside the bandstand. The lights will begin coming on when Tuesday's official lighting of campus takes place.

We were not able to set up the photo op inside the student center because of the Board of Regent’s visit. Therefore we have postponed setting up in the indoor photo ops. Their visit is just one of many “challenges” that have directly affected our special events this year, but the activities will once again be successful in spite of the challenges.

We would also like to thank everyone who has offered to work a shift at the showcase. If anyone else in your departments would like to help out please ask them to e-mail me or call me. Since we are in the midst of several activities, more will be reported at a later meeting!

**Staff Development:** Lani Fairchild reported the committee met on November 14, 2005. Breakout sessions and keynote speaker is still being discussed. The committee will meet again on December 5th, 2005 at 1:15 p.m. in Admin 208.

**Ad Hoc Committee:** Linda Land reported the committee is beginning to work on the Endowment Fund.

**Killeen:** No report.

**VICE-PRESIDENT’S REPORT:** No report.

**PRESIDENT’S REPORT:** Linda Land reported there was not a New Employee Orientation for the month of November. She also reported there was not a meeting with Mr. Graham due to the Board of Regents being on campus.

**OLD BUSINESS:**

- Summer Work Hours - (4 days/10 hrs per day) is being worked on by the Campus Representation committee to be brought up as a "Hot Topic" for Coffee with Council.
- Linda Land reminded everyone to get their new Tarleton I.D. cards.
- Linda reported Ray Savage suggested sending the Staff Council Brochures out to be printed.
- Discussion of letter from Don Whitten regarding a request for Tarleton to include pictures of all employees with brief descriptions of title, and location by department. Staff Council thought it was a good idea, but was unsure everyone would participate. Linda will talk to Grassburr and get more information about the possibility of doing this.
- Linda Land asked us to look at the 2006-2007 University Calendar draft again to see if there were any obvious problems that needed to be addressed. After hearing no comments, Tracy Holtman will report Staff Council is in agreement with the draft at the University Calendar Committee meeting this afternoon.
NEW BUSINESS:
Linda Land reported Faculty Senate sent her an email to see if Staff Council would bring up printing a hardcopy of the Tarleton Telephone Directory again. After discussion, Sherianne Boren-Magnani made a motion, which was seconded by Many Hollifield for Staff Council to check into keeping an updated database for the online directory. The motion was approved.

ANNOUNCEMENTS:

- Shawndi Wilson reported the Staff, Spouse/Child Scholarships applications are due.
- Holiday Showcase will be December 9th.
- Board of Regents on campus December 1st and 2nd.
- The Tarleton Holiday lighting will be December 6th.
- Graduation for Stephenville campus will be December 17th and Killeen campus will be December 19th.
- Last day to work for the holidays will be Friday, December 23rd.
- Return to work on Monday, January 2nd.
- Last day of finals will be December 15th.
- Voucher training will be held this month – contact Marenda Horton if interested.

Due to time constraints, Chief Hooper suggested any other questions be sent in writing. He did ask that everyone read the regulations. He also stated they are working on space availability. Each vice president has an allotted amount of parking spaces. They realize the university is growing, but there are spaces not being utilized and they are working on more parking lots.

A motion by Bobby Waddell, which was seconded by Joyce Goodman to adjourn the meeting, was made. The motion was approved. The meeting ended at 11:55 a.m.
President Linda Land called the meeting to order. The following substitutes were present: Betti Cryer for Sherianne Boren-Magnani and Debye Cox for Deanna Powell. The following members were absent: Karl Easterling and Janie Howard.

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 $14,900.07 in Account 233500 and a balance of $10,583.16 in Account 213500. Marenda announced there would be training classes held on how to make purchases and anyone is welcome to attend. She also stated there is a website available for training. 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 Employee of the Year Banquet was held on October 18, 2005 and Donna Savage was named the 2004-2005 Employee of the Year. There were 132 in attendance and the banquet went very well. The committee received several emails from Staff about the banquet and the comments were overwhelmingly positive.

Connie Snider and Mandy thanked everyone for all their help and special thanks to:

Darlene Barton for use of mirror tiles
Jeanne McEndree and Vickie Swam for all of their help in from the President's Office
Mary Anne Forman for the portraits of the nominees
The Alumni Office for ordering gift pens
Dr. Leslie Spotz and the musicians who played during the banquet
Tonya Dobson, Sheila Hawkins and David Nedbalek for all their hard work on the on the committee

The September 2005 Employee of the Month was awarded to Ms. Sue Owens, in the College of Education on October 19th.
The October 2005 Employee of the Month nomination is awaiting approval from the President.

**Public Relations:** No report.

**Special Events:** The committee met Tuesday, November 1, 2005 at 9 a.m. in the Library Conference Room with seven in attendance. Glenda Stone reported the following:

Halloween Photo Booth:

The booth was success again this year. We took in $187. We took 87 photographs plus received some revenue from individuals who took photos with their own cameras. We collectively came up with some ideas and suggestions for the booth next Halloween and will refine those soon.

Winter Wonderland (i.e. Festival of Trees)

We continue to make plans for our three holiday photo opportunities and are in the process of assigning duties. We will have a special called meeting Tuesday, November 15 th at 9:00 a.m. in the Library Conference Room located in the foyer to finalize plans for the Holiday Showcase and Winter Wonderland.

Holiday Showcase:

Janie Jones, Kay Wiley, and Glenda Stone created the floor plan for room 22D, which will accommodate the twenty booths lost in the hallway and ballroom due to the state fire inspector's restrictions. The showcase flyers and registration forms have been mailed out. The registration deadline is Friday, November 4 th. We have received over 50 registrations, and are expecting to fill all spaces. Registration packets will be mailed out soon after the registration deadline. If anyone is interested in helping at the showcase, please let me, or a committee member know. We will need additional volunteers this year because of the added room downstairs.

Scheduled meeting time:

Our next regular meeting will be Tuesday, November 29, 2005 at 9:00 a.m. in the Library Conference Room in the foyer.

With all the changes and additions, this year has been very challenging but we anticipate and are looking forward to a successful season.

**Staff Development:** Lani Fairchild reported the committee met on October 24, 2005. Subcommittees were assigned and discussions were held regarding breakout session topics. Several ideas for decorations were also discussed. The committee will meet again on November 14 th, 2005 at 1:00 p.m.
Killeen: No report.

VICE-PRESIDENT'S REPORT: No report.

PRESIDENT'S REPORT: Linda Land reported she and Tina Boitnott attended the New Employee Orientation for November and there were 2 new employees. Linda met with Mr. Graham and the following was discussed:

- Mr. Graham attended the Central Systems Board Meeting with the Regional CFO's. The subject was looking into the future. During the closed session, a land acquisition plan for Tarleton was discussed. This will pave the way for Tarleton to purchase property when it is offered to them. It will enable Tarleton to better receive property and not have to wait.

- The Audit Committee - Institutional Technology-Computing Across Campus met and discussed:

  1. Issues - security, backups, crisis management
  2. Tarleton has through the end of the year until May 2006 to comp up to the state laws.
  3. The memo and training session on security that we are to do came from this audit.

- November 30, 2005 - CFOs for the system to be on Tarleton campus for their monthly meeting.
- December 1 & 2 - Board of Regents meeting in Thompson Student Center - Dr. McCabe will be able to talk about Tarleton and what it is doing.
- November 2, 2005 - Presidential Executive Leadership Team to travel to College Station to talk about Tarleton Central Texas. Will have a summit meeting to continue to plan (road map) for unzipping to get us from now to independence. There are state restrictions that must be met for independence.
- November 3, 2005 - Two system attorneys will be on campus to meet with the President and Vice-Presidents.
- The new telescope is now in place - working on a celebration - a media day to invite the press and other forms of publicity.
- November 8, 2005 - The new Math Building will be dedicated.
- Tarleton received notice to create a general energy management conservation plan due to the cost of electricity, gas and fuel. Tarleton allocated an additional $1.2 million for utilities for FY 06, which will not be enough because of natural gas expense. Will need to reduce the usage of gas. We have a contract for electricity but not gas because of the increased pricing. Electricity increased 60% and gas is increasing 3 times the amount from August 31st.
• International Student Fee - A vote passed to increase from $1 to $4 per student to be used for student programming.
• Athletic Fee - Last legislative session authorized Tarleton to have an athletic fee. Forty-Five percent of student activity fees go to athletics. The student activity fees went down $3 and athletic fees will be $6/credit hour. This will allow more money to go into student activities. Athletic scholarships will be paid from athletic fee. This will still need to go to the students for a vote. If they approve, it will go into effect Fall 2006.
• Computer Replacement Program - Tarleton is replacing 20 computers at a time.
• Tarleton is increasing its presence in the Fort Worth and Waco areas. We are not putting a center such as Central Texas in these areas, but are expanding our off-campus programs. Tarleton has the support of Fort Worth Mayor, Mike Moncrief.
• Administrative leave is still in Dr. McCabe's office. We are to send a request to ask Mr. Graham for an update.
• Personal Time Off is still at the System level - there is a lot to work out.

OLD BUSINESS:

• Summer Work Hours are still being discussed in committee.
• Chief Hooper and Nelda Moore will address questions at the end of this meeting
• Linda announced everyone needed to get a new Texan Card with the UIN before December 15, 2005.
• Committee chairs gave reports to Ms. Cynthia Carter who was representing Dr. McCabe and Mr. Graham who could not be in attendance at the Executive Luncheon. There will be another luncheon planned to give updates to the President and Mr. Graham.
• Ray Savage suggested sending the Staff Council Brochures out for professional printing.
• Marenda Horton worked with Mr. Graham, Joyce Goodman, Mike Tate and Sandra Cox to resolve problems with last year's budget allocation not being deposited to account 233500. We operated last year on roll-over funds only.

NEW BUSINESS:

• Linda Land passed out an email from Gaylene Nunn from TCT asking to have a separate Employee of the Month program. Mr. Graham suggested they pursue this request through Dr. Idoux to President McCabe.
• Linda Land passed out an email from Tina Boitnott as a result of last month's meeting in Killeen. Killeen inquired about purchasing a tree to use as their Angel Tree from the allocated Staff Development fund of $275. Mr. Graham suggested this go through Staff Council Executive Committee for approval. Mr. Graham took a look at the by-laws and stated it did not seem justified to spend the monies allocated in this way.
• Linda Land announced Janie Howard was injured while on the trip to Killeen last month and had knee surgery. She asked members to be sure to report any accidents to the executive committee so the proper paperwork could be completed and processed.
• Linda announced welcomed Kimberly Lee as the new representative from Killeen. Kimberly is the manager in Public Relations and Marketing.
• Linda asked everyone to look at the draft of the university calendar for 2006-2007 (FYI).
• Tina Boitnott announced the Great American Smokeout will be November 17, 2005.
• Linda announced the Angel Tree would be available starting November 9th

ANNOUNCEMENTS:

• Thanksgiving Holiday - November 24-25
• Staff Council Holiday Showcase - December 9
• Board of Regents at Tarleton - December 1-2
• Tarleton Holiday - Dec 6
• Grand Opening of New Mathematics Building, Nov 8, 2 pm.
• Adopt a Soldier - contact Crystal Ledbetter of Student Activities ext. 9490

Linda Land introduced Police Chief Robert Hooper and Assistant Nelda Moore. Chief Hooper and Nelda was asked to attend the meeting to go over the employee parking regulations. The regulations were handed out to members to look at and ask any questions. Some of the questions that were asked included the following:

1. What is the process to request a change in your reserved parking space?
   Answer: Nelda Moore said the request can be made through your supervisor and then presented to her.

2. How many spaces for Faculty and Staff are reserved?
   Answer: Send the request in writing, they did not have that information on hand. Chief Hooper did say that spaces are tied to positions and not the person.

3. Has the parking office looked into the possibility of providing nylon hangtags?
   Answer: No, they have not. Nelda replied they do have special hang tags for motorcycles and those who drive soft top jeeps.

4. What are the statistics on ticket appeal dismissals?
   Answer: Submit the request in writing. They did not have that information on hand.

5. What should be done if a student needs to run an errand for the department? There are no spaces available.
   Answer: Students driving their own vehicles may park in 30 minute spaces but are subject to the time constraint. If they have a special permit for loading zones, they may park in the building’s loading zone for short periods of time.

Due to time constraints, Chief Hooper suggested any other questions be sent in writing. He did ask that everyone read the regulations. He also stated they are working on space availability. Each vice president has an allotted amount of parking spaces. They realize the university is growing, but there are spaces not being utilized and they are working on more parking lots.
A motion by Bobby Waddell, which was seconded by Joyce Goodman to adjourn the meeting, was made. The motion was approved. The meeting ended at 11:55 a.m.
Vice-President Tina Boitnott called the meeting to order. The following substitutes were present: Angie Nimmo for Bobby Waddell. The following members were absent: Linda Land.

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

**TREASURER'S REPORT:** Marenda Horton reported there is a balance of $15,699.63 in Account 233500 and a balance of $5,539.02 in Account 213500. Connie Snider made a motion, which was seconded by Karen Hooks to accept the Treasurer's report. The motion was approved.

**COMMITTEE REPORTS:**

**Campus Representation:** There will be a short Meet & Greet after today's meeting in Killeen.

**Compensation and Benefits:** This committee will meet in two weeks.

**Employee Recognition:** The committee is meeting weekly to finalize plans for the Employee of the Year Banquet, which will be held on October 18, 2005 at 6:30 p.m. in the Thompson Student Center Ballrooms. Tickets are available for $5.00. Information forms were sent to faculty and staff last week. To date we have sold 27 tickets. Tickets will be available until Wednesday, October 12th. The meal for the Banquet will be, Beef Kabob on rice, Broccoli, Salad and French Silk Pie. We are looking forward to a wonderful night of celebration, please encourage others in your departments to purchase tickets and attend.

The committee has received very few nominations for Staff Employee of the Month. Employee of the Month for September is in the approval process. An email will be sent to all staff council members as soon as a presentation date and time is set.

**Public Relations:** No report.

**Special Events:** The committee met Tuesday, October 4, 2005 at 9 a.m. in the Thompson Student Center Room 22D with nine in attendance.

Halloween Photo Booth: Plans were finalized for the Halloween Carnival. Many committee members will be there for the duration of the event. The committee is doing very well on obtaining all the items needed for the booth.
Festival of Trees: At our special meeting in September, we decided to create a “Winter Wonderland” by providing two inside holiday photo opportunities, one in the student center, and one possibly in the library, plus create an outdoor scene at the bandstand and to have a special holiday program one day at noon for faculty, staff and students in the gazebo. The displays will go up the week after Thanksgiving and come down just before the staff leave for the holidays in order to give ample opportunity for picture taking. We are currently working out the details for each of these activities.

Holiday Showcase: At our special meeting in September, we decided to expand the showcase to room 22D of the Thompson Student Center. As a result of the state fire inspector’s visit we lost about twenty booths in the ballroom area. Glenda Stone, Janie Jones, and Kay Wiley went over to 22D and are currently drawing up new floor plans for the booths. We feel that the addition of room 22D will work out quite well, and will allow room for the booths lost in the ballroom area, plus make the entire showcase much less congested. The registration letters will be sent out ASAP with the paid registration deadline being November 4, 2005.

Scheduled meeting time: Our next regular meeting will be Tuesday, November 1, 2005 at 9 am in the library conference room in the foyer.

**Staff Development:** The first meeting was held to establish subcommittees and to discuss the date for Staff Development Day in the Spring. Tina Boitnott and Debra Schwartz met with Cynthia Carter to discuss topics for workshops and possible keynote speakers. Ms. Carter agreed with what we were planning and gave us some ideas for speakers and topics.

The committee will meet again this month to assign members to subcommittees.

**Killeen:** No report.

**VICE-PRESIDENT’S REPORT:** No report.

**PRESIDENT’S REPORT:** Tina Boitnott reported she and Linda Land attended the New Employee Orientation for October and there were 10 new employees. Tina reported Linda was unable to meet with Mr. Graham before the meeting.

**OLD BUSINESS:**

- Summer Work Hours are still being discussed in committee.
- Chief Hooper and Nelda Moore will attend the November meeting to discuss reserved parking rules.
- Angie Brown reported Leave Trak is working as it should.
- Tina announced everyone needed to get a new Texas Card with the UIN before December 15, 2005.
- Noon Aerobics - Marenda Horton reported that there were approximately 50 attending noon aerobics. She is checking to see how many are faculty.
NEW BUSINESS: Marenda Horton presented the 2005-2006 fiscal year budget. A motion by Diane Rodriguez, which was seconded by Janie Howard to accept the new budget was made. The motion was approved.

ANNOUNCEMENTS: Diane Rodriguez announced the next meeting for TAEOP will be October 20th, in Administration Room 208 at noon. Angie Nimmo announced The Wellness Expo will be October 12th in the Thompson Student Center. Laurie Derrick announced Texan Tour will be Saturday. Diane Rodriguez announced Vicky Swam is the new Assistant to the President.

A motion by Sherianne Boren-Magnani, which was seconded by Karen Hooks to adjourn the meeting was made. 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: Janie Jones for Glenda Stone and Sharon Iley for Debra Schwartz. The following members were absent: Diane Rodriguez.

Tracy Holt 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 $5,463.07 in Account #233500 and a balance of $1,049.73 in Account #213500. A motion was made by Sherianne Boren-Magnani and seconded by Joyce Goodman to accept the report as given. The motion was approved.

**COMMITTEE REPORTS:**

**Campus Representation:** No report.

**Staff Development:** No report.

**Employee Recognition:** The August 2005 Employee of the Month was presented to Ms. Cindy Hess on August 31, 2005. It was reported new Employee of the Month Nomination forms will be used beginning today. Staff Council will vote on the Employee of the Year at the end of the meeting today. An email will be sent out soon to "Save the Date" for the Employee of the Year Banquet which will be held on October 18, 2005 at 6:30 in the Barry B. Thompson Student Center Ballrooms. The theme this year will be "Silver Star Salutè". Please make plans to attend and support all the nominees for Employee of the Year. The committee is meeting weekly in room 210 of the Admin Bldg. for work on the banquet. We invite anyone who is interested to attend. Contact Mandy (ext. 9845) or Connie (ext. 9121) for more information. The committee would like to get the opinion of the council regarding a reward of some kind for the department with the most people attending the Employee of the Year Banquet.

**Compensation and Benefits:** No report.

**Public Relations:** No report.

**Special Events:** The committee met Tuesday, August 30, 2005 at 9 a.m. with ten in attendance. They discussed the following:
Halloween Photo Booth: Jason Jacks submitted a draft letter to be presented to the different stores that we are asking to donate film. It was approved and the stores will be contacted soon. He will also prepare a press release to advertise the booth. We will finalize plans for the Halloween photo booth at the next regular meeting.

Festival of Trees: Glenda Stone brought up the festival of trees at the August Staff Council Meeting. Angie Brown suggested that we do an outside display that could be kept up and that the community could come visit at their leisure for picture taking. Others liked the idea and offered more suggestions. These were presented to the committee at this meeting and we had lots of discussion and ideas. We will be checking out all the possibilities and come up with definite plans by the Staff Council meeting in October.

Holiday Showcase: The letter to President McCabe, through Mr. Jerry Graham and Ms. Linda Land, asking permission to have the Holiday Showcase on Friday, December 9, 2005 and to utilize several student workers for it, has been sent, and permission has been granted. Letters to the previous vendors have been sent notifying them of the change in date due to the Board of Regents visit to campus and the $25 registration fee. Letters and registration forms will be mailed out as usual in October with the paid registration deadline being November 4, 2005. Preliminary planning continues and more will be discussed at a later meeting.

Scheduled meeting time: The next regular meeting will be Tuesday, October 4 at 9 a.m. in the library conference room in the foyer.

We will also have a special called meeting Tuesday, September 13 at 9 a.m. in the library conference room in the foyer to finalize plans for the festival of trees.

Ad Hoc Committee: Tracy Holtman stated a paper trail needs to be started regarding the endowed scholarship.

Killeen: No report.

PRESIDENT’S REPORT: Linda Land attended the New Employee Orientation and there were 8 new employees in attendance. She also reported the TSU Budget had been approved at 97.8 million. (1.2 million was in merit raises/insurance benefits). Linda did not get to meet with Mr. Graham before the meeting.

VICE PRESIDENT’S REPORT: Tina reported The Great American Smoke Out will be on November 16th. This day encourages the cessation of smoke and smokeless tobacco consumption for the 24 hour period. This is a wonderful opportunity to join millions across America promote and support healthier lifestyles. TSU will have events and support teams at the Thompson Student Center as well as a 1-800-24 hour cessation hotline manned by the American Cancer Association. Please participate and encourage others to do so. There will be workshops held
during the week addressing how to quit and health issues. For dates and times contact the Student Health Center.

Many of us have been touched either directly or indirectly by cancer. If you would like to help find a cure, come join us. TSU Colleges Against Cancer Relay for Life will be November 11 at the Administrative Mall and Heritage Park area from 6 p.m. to 6 a.m. We are seeking teams to make this event successful as we work toward finding a cure. Anyone interested in forming a team or finding out more about the relay, please come to the Kick Off Rally on September 19 in TSC 22D at 7 p.m. All students, faculty and staff are encouraged to participate. We are also seeking someone who is or would like to be a committee member, please contact Tina Boitnott, Career Services, 968-9078.

OLD BUSINESS:

- Summer Work Hours still being looked at.
- Hang Tag problems still being looked at.
- Administrative Leave is still on the table.
- Leave Traq is going well
- Angie Brown reported on Flexible Work Arrangements being used by other system schools

NEW BUSINESS:

Employee of the Year will be voted on after substitutes are dismissed.

Cynthia Carter will be Assistant Vice President for Finance and Administration effective today.

The new Holiday Schedule has been emailed there will be no 10-hr work days after Labor Day, September 5th.

Everyone needs to get a new Texas Card with your UIN before 12-15-05.

Please give words of encouragement or thinking of you to those staff in your EEO category or area who have special needs.

There will be an Executive Luncheon Meeting with Dr. McCabe and Mr. Graham. Committee chairs need to meet and work on upcoming plans for the year to report at the luncheon.

Laurie Derrick made a motion, which was seconded by Sherianne Boren-Magnani to fund the Noon Aerobics for the Fall 05 and Spring 06 semesters while more information is gathered on who is attending.

Tina Boitnott announced there could be no tables set up in the hallways during the Holiday Showcase per the Fire Marshall.
ANNOUNCEMENTS:

The General Faculty/Staff Meeting will be September 2, 2005. There will be a reception in the Fine Arts Foyer from 2-3:00 p.m. The general meeting will be from 3-4:00 p.m. and Faculty/Staff breakout meeting may be held before or after the general meeting in designated areas.

Linda Land stated the next Staff Council meeting will be held in Killeen on October 6th.

Bobby Waddell announced the Intra Fraternity Council (IFC) will hold a Disaster Relief Carwash on September 10th.

A motion was made by Tina Boitnott, which was seconded by Sherianne Boren-Magnani to adjourn the meeting. The motion was approved. The meeting ended at 11:30 a.m.