MINUTES
Staff Council Meeting
April 10, 2008
11:00 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent – Angie Brown and Karen Schecht. Elsa DeLeon substituted for Linda Kent.

The minutes from the meeting on March 6, 2008 were read and approved.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $8,449.60 in account 213500, a balance of $19,192.87 in account 233500 and a balance of $18,289.04 in the scholarship account #241090. All balances were as of 2/29/08. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
• Allison Andrews stated that she sent out an email reminder about the Staff Forum and there had been 7 new users.

Compensation and Benefits:
• Ashraf Jafri stated that since the grants had already been awarded there was no further report on that matter.
• Ashraf also reported an update on the matter of the Environmental Services Environmental Services having a difficult time finding parking at 4:00 a.m. when they come in because students often take their places. She had contacted Nelda Moore in the parking office and Nelda Moore said for Mr. Dixon to just let them know how many parking spaces are needed and the police department will take care of it.

Employee Recognition:
• Deanna Powell reported March 31, at 10:00 am in Business Services Barbara McCoy, was presented as March’s Staff Employee of the Month. Congrats, Barbara!!
• Deanna read a thank you note from Barbara McCoy thanking Staff Council and the Employee recognition committee for choosing her as the Employee of the Month for March 2008.
• The Employee of the Month for April is still in the process of receiving Dr. McCabe’s approval.

Public Relations: No report

Special Events: No report.

Staff Development:
• Misa reported the committee met on March 4th as well as March 25th, to confirm the facts on the Spring Workshop. Dr. David Crockett from the CIS Department agreed to conduct Email workshops on April 8th and April 10th on Outlook 2003, Outlook 2007 as well as Exchange.
- Staff Development Day is still on scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
- Several interesting session will be available including:
  - Nutrition
  - TREAT (Tarleton’s Equine Assisted Therapy Program)
  - TSU Traditions
- The next meeting is scheduled for Tuesday, April 15th in Admin. Room #208 and everyone is welcome to attend.

Ad Hoc-Web Page: No report

President’s Report:
- Jason reminded us that the Distinguished Service Awards Banquet would be held Thursday, May 1st.
- The campus forum went well with Presidential finalist Dr. Dominic Dottavio.
- Elections of new staff council members will be held after Staff Development Day. Those new members will be able to attend the summer retreat where the other officers (besides the President) will be elected.
- Dr. Christopher Stanley-Stephens, Senior Counselor in the Student Counseling Center at Tarleton is interested in making a presentation concerning the Fair Trade and Equal Exchange program for marketing products, mainly coffee, tea, and chocolate, of small farmers in third world countries. Jason seemed to think it would be appropriate for him to do that at the Staff Council summer retreat. Other Staff Council members agreed.

Unfinished Business: None

New Business:
- Election of the new Staff Council President was held. Various nominations were taken and Angie Nimmo was elected as the new incoming President.
- Angie Nimmo talked about the activities for the end of the John Tarleton walk which is on April 22. This is also Earth Day and they have planned a celebration at Heritage Park. They will have a tote set up to collect old tennis shoes. These will be sent to Nike and they will process the shoes to make playground equipment.

Adjournment: Jessica Evans moved to adjourn the meeting. The meeting was adjourned at 11:50 a.m.
MINUTES
Staff Council Meeting
March 6, 2008
11:00 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent – Angie Brown, Nancy Easterling, Abi Freeman, Melet Price, Cheryl Rhoades, Maureen Scantling and James Williams. DawnAnn Wilson substituted for Angie Brown, Jim Rogers substituted for Nancy Easterling, Charlotte Smith substituted for Cheryl Rhoades, and Renee Jones substituted for Maureen Scantling.

The minutes from the meeting on February 8, 2008 were read and approved.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $9,008.74 in account 213500, a balance of $19,265.82 in account 233500 and a balance of $18,289.04 in the scholarship account #241090. All balances were as of 2/29/08. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
- Allison Andrews reported the Staff Forum still wasn’t being used very much. She suggested possibly bringing it into Gateway so it would hopefully be accessed more often but was not sure at this time whether Gateway could handle it. Information Resources will be contacted to see when that might be an option.

Compensation and Benefits:
- Ashraf Jafri reported that the committee had met and Staff grant applications had been reviewed. The decision was made to grant partial scholarships to everyone so that more employees could benefit.

Employee Recognition:
- Deanna Powell reported Tracy Holtman, Systems Librarian was presented as February’s Staff Employee of the Month. Way to go Tracy!!
- The Employee of the Month for March is still in the process of receiving Dr. McCabe’s approval.
- Deanna read a thank you note from Angie Nimmo thanking Staff Council and the Employee recognition committee for choosing her as the Employee of the Month for December 2007.

Public Relations:
- Jessica Evans reported she is still updating the webpage. Jason Jacks stated that in the near future we would be spending available funds on this committee for the purchase of Staff Council brochures and possibly pens or other items to give to Staff.

Special Events:
- No report.
Staff Development:
- Misa reported Staff Development Day is still on scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
- Susan reported the following sessions will be available: 1) Nutrition 2) TREAT 3) TSU Traditions 4) Stress Reduction, as well as others.

Ad Hoc-Web Page:
- Jennifer Barrera stated that she had met with Karole Schroeder of Web Services. Karen said there was an approximate 2-3 month waiting period but that she was excited to be able to help us update our web page. She suggested in the meantime to view two websites for suggestions: www.edustyle.net and www.designmeltdown.com

President’s Report:
- Jason reported that budget requests had been turned in for the Staff Council Budget for 2008-09.
- Jason reminded us that the Distinguished Service Awards Banquet would be held Thursday, May 1st.

Unfinished Business:
- Discussion to change by-laws is tabled at this time. It was determined that the incoming Staff Council officers be allowed to make that decision at a later date.
- Environmental Services concerns about losing their building - Mr. Standridge stated that no one will be moved until suitable accommodations are found. Plans for the building are still in the infancy stages and requests are being drawn up to be presented in the budget hearings.

New Business:
- Police Chief Justin Williams addressed the council. He received his Bachelors of Science in Criminal Justice from Tarleton in 1994. He said he was a Plowboy and was very active in school activities.
  - His goal is for the Tarleton police force to provide us with a safe and secure learning and working environment. We may notice changes in training procedures. The police will be more visible to the staff, faculty & students by walking around campus and not driving the patrol cars as much.
  - Chief Williams would like for staff to get to know the officers by visiting with them in person and not just when we need them in an emergency situation. He’d also like for the police to be available to talk to the students, not just when they’re getting a ticket or in some other negative way.
  - He stated that they are available to deliver lectures on various topics including RAD (rape aggression defense), alcohol awareness, safety awareness or other programs as requested but they are short-staffed at this time and are unable to come up with a definite schedule of when these could be offered on a regularly scheduled basis.
  - Ashraf brought up the question of Environmental Services having a difficult time finding parking at 4:00 a.m. when they come in because students often take their places. Chief Williams said they could look into possibly setting up a few 24 hour reserved spaces across campus to help them out. He suggested Environment Services contact Nelda Moore in the parking office for more information as well.
Chief Williams reminded Staff that the blue phones are **NOT** for emergencies only. They are a direct connection to the Control Center and you can use them anytime to let them know if you need some sort of assistance, whether it’s to request an escort to your car (if it’s dark and late at night) or if you’ve locked your keys in your car.

- Election of a new Staff Council President will be held at the next meeting in April. Please be thinking of nominees.
- Election of new Staff Council members to replace out-going members whose terms have expired will be held in May after the Staff Council meeting.
- Linda Kent announced that there will a Code Purple test on March 10th at 10:00 a.m. to test the phone text message system. The notification by email is still being worked on at this time.

**Adjournment:** Ashraf Jafri moved to adjourn the meeting, seconded by Christi Pfau. The motion was approved and the meeting adjourned at 11:57 a.m.
MINUTES
Staff Council Meeting
February 7, 2008
10:45 a.m. – E.J. Howell Education Building Room 107

Staff Council Vice President Misa Flournoy called the meeting to order. The following members were absent – Angie Brown, Clayton Dameron, Sharon Iley, Jason Jacks, Kim Lee, Dana Moore, Angie Nimmo, Melette Price, Belinda Ramirez, and James Williams. Sabrina Baker substituted for Sharon Iley, Pat Morningstar substituted for Angie Nimmo.

The minutes from the meeting on January 10, 2008 were read and approved.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $9,099.69 in account 213500, a balance of $19,278.77 in account 233500 and a balance of $18,289.04 in the scholarship account #241090. All balances were as of 1/31/08. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
• Allison Andrews reported the Staff Forum webpage had 53 registered users. Fire thread had 27 users all at one time.

Compensation and Benefits:
• Ashraf Jafri reported Angie Brown sent an email to all the staff regarding the grant applications. Any staff member needing training may apply for the grant. The grant applications are due February 15th and they should be sent to Angie Brown.

Employee Recognition:
• Deanna Powell reported Glenda Stone, Head of Cataloging in the Library was presented as January’s Staff Employee of the Month. Congratulations Glenda!!
• The Employee of the Month for February has not been returned from President McCabe as of the meeting date.
• Deanna reminded those present, nominations are welcome for the Employee of the Month.

Public Relations:
• Jessica Evans reported they are having issues getting the current information on the webpage.

Special Events:
• No report. Next event will be in October.

Staff Development:
• Abi Freeman reported the committee has contacted the speakers for Staff Development Day.
• Staff Development Day is scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
• Dr. Garry Ross, Executive Director of Tarleton – Central will be a session speaker and he will give the status of Tarleton – Central Texas.
• The next Staff Development Committee will meet February 12, 2008 at 2:00 p.m. in Admin Room 208.

Ad Hoc-Web Page:
• No report. The committee has not met.

President’s Report:
• Misa reported all committee chairmen need to have their Committee’s Budget report to Jason by February 22. He has a meeting with Jerry Graham on March 3rd with Joyce Goodman to discuss the Staff Council Budget for 2008-09. You can use the Treasurer’s Report which was sent via email from Christi prior to this meeting.
• Susan Gordon reported the Executive Board made the motion to recommend we table the ‘Parking Fees by Payroll Deduction’ issue due to the fact Business Services has auditors and the board could not find a mutually convenient time prior to this meeting to sit down with anyone in Business Services to have questions answered. It was seconded by Jessica Evans. Motion carried unanimously. Misa reminded everyone we still could pay the parking fee in two payments; half in September and the remainder in October.
• We are still looking for suggestions for an outside contractor to re-do the Staff Council webpage. Jason would like for Melette Price and Jennifer Barrera to start reviewing the website and have some preliminary suggestions for the March meeting.
• Jason would like for Maureen Scantling to report at the next meeting about the activities and events from Environmental Services. Maureen said she would.

Unfinished Business:
• None.

New Business:
• We need to hold an election for replacement of a category EEO7. Jessica will send the list to Susan.
• Maureen Scantling of Environmental Services and those employees are concerned about losing their building for the construction of the new the Nursing facility. They would lose the offices as well as storage space. Several committee members thought their re-location would be taken care of prior to the demolition of their building.
• Susan Gordon talked briefly about changing the By-Laws. The Executive Board members have not finalized the wording to present to the members of Staff Council. There was discussion regarding the wording and several members made suggestions:
  o The main issue is with staff employees who are not willing to serve once they are elected. The Executive Board wants to have eligible staff express their willingness to serve if elected prior to the ballot by way of a letter. Therefore, only eligible, interested staff would be on the ballots.
  o Issue with staff employees’ legal name vs. a nick name
    ▪ Nancy Easterling: when contacting the staff member to determine if they are interested in serving on the Staff Council, suggested we should ask how they would like their name listed on the ballot
  o Possible ways to encourage co-workers to become part of the Staff Council
  o People wanting to serve who do not get elected
Adjournment: Allison Andrews moved to adjourn the meeting, seconded by Susan Gordon. The motion was approved and the meeting adjourned at 11:15 a.m.
MINUTES
Staff Council Meeting
January 10, 2008
10:30 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent—Allison Andrews, Nancy Easterling, Misa Flournoy, Ashraf Jafri and Belinda Ramirez. The following were substitutes; Elsa DeLeon for Martha Mittel, Rebecca Goodwin for Linda Kent, Joyce Goodman for Deanna Powell, Kate Caballero for Sheila Hawkins, and Shelly Connally-Brown for Elizabeth Wallace.

The minutes from the meeting on December 6th were read and approved as stated.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $9,225.01 in account 213500, a balance of $19,470.17 in account 233500 and a balance of $18,589.04 in the scholarship account #241090. All balances were as of 12/31/07. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation: No Report

Compensation and Benefits:
• Two staff scholarship recipients were announced. The scholarship committee met on January 7th and awarded Kay Wiley and Michael Harper $300 each for the Spring 2008 semester.

Employee Recognition:
• Angie Nimmo, Program Specialist in Career Services, was presented on December 17th as the Staff Employee of the Month. You rock, Angie!
• The Employee of the Month for January has been approved but the place and time had not been released yet.

Public Relations: Jessica is still doing a great job updating and maintaining the web site.

Staff Development:
• Staff Development Day is scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
• The next Staff Development Committee will meet January 24, 2008 at 10:00 in Admin. 208.

Special Events:
• Susan Gordon reported that everything went well for the Holiday Showcase. We made about $1,370.09. Vendor feedback was very positive. They were especially grateful for the help loading and unloading. They also stated the packets were very helpful. The only criticism was the lack of advertising in the paper and that would have cost us too much.
President’s Report:
- Jason thanked those who responded to the QEP (Quality Enhancement Plan) survey.
- Jason welcomed new Staff Council members; Dana Moore (EEO#1), Melette Price (EEO#6) and James Williams (EEO#6) and Sheila Hawkins (EEO#3 – absent, Kate Cabellero subbed)
- Use of the new recreation center should have been resolved by now because of the various informational emails sent out by Deborah Bales, Program Coordinator of Recreational Sports
- Jason suggested an Ad Hoc committee be formed to monitor web page uniformity. The following members volunteered; Melette Price, Jason Jacks, and Jennifer Barrera. The suggestion was made to find a Master’s student proficient in web page design to assist the Staff Council web page. A student name was brought up (Ms. Wang) and Shelly Connally-Brown (subbing for Elizabeth Wallace) was going to contact her to see if she would be interested in helping.

Unfinished Business: None

New Business:
- Questions were raised as to why payroll deductions couldn’t be taken for parking spaces from staff/faculty monthly paychecks if they (Payroll/Business Services) could deduct monthly for the new Recreation Sports Center. Discussion was made regarding the issue and it was decided for Jason to issue an invitation to Paulette Cavitt, Admin. Assistant with Mr. Graham’s office to attend our next meeting on February 7th and perhaps make a presentation and explain the situation to us.
- Motion was made by Susan Gordon to change the way EEO elections are held. The motion was seconded by Abi Freeman. For future elections, the names that appear on the ballot will be verified for eligibility and willingness to serve. The change will be made to the by-laws.
- We were glad to have Clifton Jones from the Killeen campus attend via TTVN with us. Clifton said that the new Killeen building would be opening Monday, January 14, 2008 on the first class day.

Adjournment: A motion was made by Abi Freeman to adjourn the meeting and was seconded by Jessica Evans. The motion carried and was approved and the meeting was adjourned at 11:29 a.m.
MINUTES
Staff Council Meeting
December 6, 2007
10:30 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent –Belinda Ramirez, Cheryl Rhoades, Karen Schecht and Jose Soto. Kerri Sharp substituted for Sylvia Hampton.

The minutes from the meeting on November 1st were read and approved.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $9,447.98 in account 213500, a balance of $19,900.10 in account 233500 and a balance of $18,589.04 in the scholarship account #241090. All balances were as of 11/30/07. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
• Allison reported that since sending out another email to Staff encouraging them to sign on and use the forum, approx. 15 people had signed on.
• Suggestions were made earlier to have a “computer corner” on the forum so there is now a place where you can log on and discuss technical issues with other staff members, i.e., share ideas if you found a good site for clip art, Word Art, etc. It was discussed to contact Information Resources and Human Resources to see if they could also have input and monitor that part of the forum. Angie Brown said she’d let Stan Swam in HR know about it.

Compensation and Benefits:
• The scholarship committee is now accepting applications for the Spring 2008 semester until December 20th. They will meet the first week of January to determine the recipient.

Employee Recognition:
• Jamie Trusner- Manager of Information Technology Services – Telecommunications, was presented on November 29th as the Staff Employee of the Month. You rock, Jamie!
• The Employee of the Month for December will be presented on December 17th at 2:30 p.m. but the place had not been released yet.

Public Relations: Jessica is still doing a great job updating and maintaining the web site.

Staff Development:
• Staff Development Day is scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
• The next Staff Development Committee will meet January 24, 2008 at 10:00 in Admin. 208.

Special Events:
• Susan Gordon reported that everything was on track for the Holiday Showcase to be held Friday, December 7 in the Thompson Student Center ballrooms from 9:00 a.m. – 6:00 p.m.
69 tables have registered which includes 43 vendors. Everything seems to be covered but volunteers are still welcome to come and help out.

- We will be decorating the Gazebo for Christmas on Tuesday, December 11th at 1:00 p.m. Wrapped empty gift boxes are needed as well as volunteers to help set up the tree and decorations.

President’s Report:

- Jason recognized Nancy Easterling who gave a report on Relay for Life. She said our team raised $1222, which was the second highest team total for the event. The ten members who participated were Jessica Evans, Karen Hooks, Elizabeth Wallace, Jason Jacks, Maureen Scantling, Angie Nimmo, Nancy Easterling, Kathy Wilterding, Karl Easterling, and Raymond Wallace. Nancy said Angie and Jessica spearheaded the barbecue sales, which contributed over $350 to our team total. Cathy Wilterding was the team leader in amount of money raised, with $165. Everyone was generous and enthusiastic, even people who were not members. Thanks to everyone who contributed.

- Nancy also stated that she was at a meeting last month when Dr. McCabe was speaking. The topic turned to his upcoming retirement from the President’s position and someone asked what he considered to be his most important accomplishments during his tenure. He had to think about it a moment, then said that creation of Staff Council would have to be #1. Previously there had been no representation for Tarleton’s staff, so he was proud of providing that opportunity.

Unfinished Business: None

New Business:

- Jason read several letters from Tarleton staff (Abel Martinez, David Pendergrass, Jeff Stroebel, Bing Du and Bill Bethel) who were concerned about the Wisdom Gym being kept open for our use.

- Various suggestions were made on how to best proceed in finding out more information regarding what will be made available for the Staff through the use of Wisdom Gym without the additional cost like there would be for use of the Recreation Center.

- Motion was made by Susan Gordon to ask Wanda Mercer for more information regarding Staff use of the Wisdom Gym. The motion was amended by Angie Nimmo to ask Terri Hardcastle first instead. It was seconded by Jessica Evans.

- Angie Brown with the Human Resources department explained how there actually had been meetings between Human Resources and the Payroll department to see how monthly increments could possibly taken out of staff/faculty checks instead of paying the $100 up front and that they were working on a resolution. Unfortunately, the computer programs between HR and payroll aren’t capable of such at this time and everything will have to be handled manually. Angie stated that we also could choose to focus on the Recreation Center as a benefit instead of as a cost problem. It was determined to wait and proceed until next Spring to pursue the matter further when more information should be available.

- Jason mentioned to be sure and fill out the Staff survey sent out by Dr. Denise Martinez of Faculty Senate. The committee is charged with developing Tarleton's QEP (Quality Enhancement Plan) for SACS and they ask for your valuable input that will contribute to Tarleton's QEP.

- EEO elections need to be held again for 2 unfilled positions. Discussion was made for changing the procedure of electing Staff Council members. Normally Human Resources
queries the system for the EEO category members and ballots are sent out to all Staff who qualify in that category asking for them to vote for their representatives. Sometimes though, those voted for and elected turn down the chance to serve on Staff Council because of lack of time or other such issues. One suggestion was to query eligible staff if interested first, either by a letter sent out via email or just a general email inquiring if interested. Abi Freeman with OPEIR also said that there was a survey tool on the Banner system we could use if we wanted to try that instead of an email. Another suggestion was to have nominations instead of ballots and then vote on the nominees only (after asking if willing to serve).

- Nancy Easterling made a motion to refer the matter to the Campus Representation committee and have them determine a course of action before our next meeting on January 10, 2008. Jessica Evans seconded the motion and it was approved.

Adjournment: A motion was made to adjourn the meeting. The motion was approved and the meeting was adjourned at 11:55 a.m.
MINUTES
Staff Council Meeting
November 1, 2007
10:30 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent – Clayton Dameron, Karl Easterling, Belinda Ramirez, and Jose Soto. Becky Ballard substituted for Karen Hooks.

The minutes from the meeting on October 4th were read and approved.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $9,644.54 in account 213500, a balance of $20,035.17 in account 233500 and a balance of $18,599.04 in the scholarship account #241090. All balances were as of 10/31/07. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
- Unfortunately Jamie Trusner has had to step down as co-chair due to overwhelming job responsibilities.
- The Staff Council Forum has not been used much so Allison encouraged members to sign on and encourage others to do so as well.
- Various incentive ideas were discussed to encourage staff to post on the forum, such as having some type of raffle or drawing.

Compensation and Benefits:
- The committee met on October the 5th to review staff grant applications. Several partial scholarships were given.
- Because of the problem Environmental Services employees were having with students parking in their spots at 4:00 a.m. and thus leaving no spaces for the Env. Serv. staff to park, Ashraf Jafri contacted Mr. Dixon for suggestions on how to alleviate this problem. Various suggestions were offered; one being to post signs about the parking spaces which stated “Reserved for Environmental Services”. Other suggestions were made and the committee will meet again and consult with the police department for help as well.

Employee Recognition:
- Tom Robinson, Electrical, Mechanical and Plumbing Supervisor in Physical Facilities-Building Maintenance, was presented on October 18th as the Staff Employee of the Month. Way to go, Tom!
- The Employee of the Year Banquet, Saturday, October 20th at 6:30 in the Thompson Student Center ballrooms. The food and everything else was wonderful! Sandra Olivan received the Employee of the Year award. Congratulations, Sandra!

Public Relations: No Report
Staff Development:
- Misa reported that the Fall workshop held October 15th and October 18th from 6:00-9:00 p.m. was a great success. Dr. Steve Steed taught Intermediate and Advanced Excel and was assisted by Judye Cadle.
- Staff Development Day is scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
- The committee is discussing the possible purchasing of T-Shirts for the committee to wear on Staff Development Day. Each committee member will pay for their own shirt.
- The next Staff Development Committee will not meet again until the end of January 2008.

Special Events:
- The Halloween Carnival on October 30th went well and fun was had by all.
- The Holiday Showcase will be December 7th and so far 57 tables have been registered. The next meeting will be set at a later date.
- Volunteers are still needed to help decorate the Gazebo for the holidays. The date and time will be set later.

Ad Hoc: Relay for Life – Nancy Easterling
- It will be held from 7:00 p.m. Friday, November 2nd until 7:00 a.m. Saturday, November 3rd in the TSU Admin. Mall area. Individuals or groups may make donations. Luminaries may also be purchased at $5 each in memory or in honor of someone who has had cancer. Tina Boitnott emailed the form to purchase a luminaria to Tarleton employees. Staff Council will have a tent/table and will be selling chopped BBQ sandwiches from 5:00-9:00 p.m. for $5.
- A schedule was handed out which listed the times Tarleton staff would be walking. Also on the schedule was a list of items that still needed to be donated.
- If you would like to donate money to the team in general or to an individual team member, the Staff Council web site has a link under “Upcoming Events” where you can click to donate. Choose “Tarleton Staff” under Teams.

President’s Report:
- Jason recapped how he appreciated the hard work that went in to making the Employee of the Year Banquet and the Halloween Carnival successful.
- He encouraged Staff Council to participate in Relay for Life either by contributing money or purchasing BBQ sandwiches at the event.

Unfinished Business:
- Lack of TTVN room availability at Killeen for Staff Council members. Mary Yeaman at Killeen and Karl Easterling, Technology Special of the CITDE stated that there was no TTVN room available at Killeen except for Fridays. Motion was made by Susan Gordon to postpone making a decision on this until January when it could be looked into further. This was seconded by Ashraf Jafri. Motion was approved.
- EEO elections were held and 3 new staff were elected; Andi Ackermann, Abi Freeman, and Linda Kent.
New Business:

- Dr. Sue Cullers, University Calendar 2008-2009 Committee Chair, spoke to Staff Council about the new upcoming calendar year. Copies of the proposed calendar were handed out. Some of the dates which were not definite yet were in italics. She stated that while Summer courses seem late, they were decided upon because of the lateness that public schools get out for the Summer. The Higher Education area is finding that more and more teachers are going back to school in the summer, especially in the College of Education and cannot take courses until they are finished with their semester at the public schools.

- She explained how the calendar goes to staff council, faculty senate, and student government. Suggestions from each of these groups are incorporated if possible. Then it goes to Academic Council, and Tarleton’s President has the final say-so.

- Staff council member Elizabeth Wallace who works in Residential Living asked if the resident’s halls could be postponed for opening until Friday, August 22nd instead of Tuesday, August 19th as stated on the calendar. Changing the date would help coincide with adjustments made for Duck Camp (whose dates were also in italics). Dr. Cullers agreed to make the tentative change.

- Ashraf Jafri made the motion to approve the calendar as noted. Abi Freeman seconded and the motion carried.

Adjournment: A motion was made to adjourn the meeting. The motion was approved and the meeting was adjourned at 11:37 a.m.
MINUTES  
Staff Council Meeting  
October 4, 2007  
10:30 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent – Christopher Stalker and Jamie Trusner. Barbara Taylor substituted for Connie Murry and Kerri Sharp substituted for Sylvia Hampton.

The minutes from the meeting on September 6th were read and approved.

TREASURER’S REPORT: Christi Pfau reported that there was a balance of $9,758.95 in account 213500, a balance of $21,484.59 in account 233500 and a balance of $18,043.87 in the scholarship account #241090. All balances were as of 9/30/07. The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
- Allison stated that the Staff Council approved Forum had been approved by Information Resources and had been sent to Dr. Jerry Graham for approval next. At this time, the forum will run off of www.createforum.com free website until Tarleton’s new web server Gateway can handle it. Allison has graciously agreed to maintain and moderate the forum as well.
- Creating a Staff Council newsletter was discussed. The newsletter could also be routed through the newly created forum. If you’re interested in helping, please contact Allison.

Compensation and Benefits:
- The committee will meet on October the 5th to review staff grant applications. Award recipients will be notified sometime next week.
- Discussion of implementing an electronic form was brought up and will be looked into further. This would help eliminate some of the confusion when forms are received through inter-campus mail without dates on them.

Employee Recognition:
- Fran Teten, Administrative Supervisor in Physical Facilities, was presented on September 28th as the Staff Employee of the Month. Way to go, Fran!
- The Employee of the Year Banquet will be Saturday, October 20th at 6:30 in the Thompson Student Center ballrooms.

Public Relations:
- Jessica Evans has updated the Staff Council web site and it looks great!
- Suggestions were made about recipients of the Employee of the Month who were working at the Tarleton Central Texas -Killeen campus receiving different awards catered more to their area instead of the Stephenville area.

Staff Development:
- Misa reported that the Fall workshop will be split between two evenings – October 15th and October 18th from 6:00-9:00 p.m. in the Business Building, Room 209. Dr. Steve Steed will
be teaching Intermediate and Advanced Excel. An email was sent out regarding the classes and how to make reservations for them.

- Misa and Staff Development Committee member Larry Smith accepted an invitation to make a presentation to the Council of Deans on Tuesday, October 2nd. They made a presentation from the committee promoting involvement from Tarleton’s faculty on Staff Development Day.
- Staff Development Day is scheduled for Thursday, May 15th. The guest speaker for the luncheon will be Chris Cox who hosts the television show “Chris Cox Horsemanship” on RFD-TV.
- The next Staff Development Committee meeting will be Thursday, October 18th at 10:00 a.m. in Admin. 208. Everyone is welcome to attend.

Special Events:
- Volunteers are needed for the picture taking booth at the Halloween Carnival on October 30th. Please contact Maureen if you would like to help.
- The Holiday Showcase which will be December 7th has been placed on the Stephenville Chamber of Commerce calendar and invitations should be mailed out the week of October 8th.
- Volunteers are needed to help decorate the Gazebo for the holidays.

Ad Hoc: No Report

President’s Report:
- Jason read letters from staff members. The first one addressed the issue of how Tarleton chooses vendors. Angie Brown explained how Tarleton has specific criteria they must adhere to and the vendor in question did not meet that criteria so Tarleton could not accept them as a vendor. The second letter brought up the issue (again) of the $50 charge for TSU faculty/staff parking and the $100 charge for use of the new recreation center. The $100 fee for the rec center is basically, for lack of more specific info at this time, “the law” and is indisputable. Another staff member also pointed out that when they worked previously at another University, they paid over $100 for their parking spot and it was not a reserved parking place. Jason stated that such issues will be addressed in the future on our new forum under FAQ’s (Frequently Asked Questions)
- He attended the picnic in Killeen on September 7th and distributed Staff Council water bottles to their staff.

Unfinished Business:
- Lack of TTVN room availability at Killeen for Staff Council members
- EEO elections for 4 unfilled Staff Council positions

New Business:
- John Tarleton Walk – addressed by Angie Nimmo. This will promote health and fitness at Tarleton. In conjunction with the Relay for Life which will be Nov. 2-3, for every mile you walk at the Relay for Life, you may count it as 2 miles towards your John Tarleton Walk miles. Angie also announced that the Wellness Expo will be October 18th, 11:00 a.m.-4:00 p.m. On another health note, you may set up an account and keep a daily log of your food choices by logging on to Chartwells Dining Services web site at
www.dineoncampus.com/Tarleton and view a nutrition/food journal which shows the calories, carbs., etc. for various foods consumed.

- Relay for Life – addressed by Nancy Easterling. This is an excellent way to raise money for cancer research and to help support cancer survivors. It will be held from 7:00 p.m. Friday, November 2nd until 7:00 a.m. Saturday, November 3rd in the TSU Admin. Mall area. Individuals or groups may make donations. Luminaries may also be purchased at $5 each in memory or in honor of someone who has had cancer. Jessica Evans made a motion to participate in the Relay for Life as a team. Jason Jacks seconded the motion and it was approved.

- Susan Gordon made a motion to form an Ad Hoc committee (chaired by Nancy Easterling) to determine how Staff Council can participate in the Relay for Life and to choose what type of booth to have at the Relay. Jessica Evans seconded the motion and it was approved. A meeting was scheduled for Monday, Oct. 8 at 10:30 for those interested in participating. Information will be emailed to members since the Relay will occur before the next Staff Council meeting.

Adjournment: A motion was made to adjourn the meeting. The motion was approved and the meeting was adjourned at 11:38 a.m.
MINUTES
Staff Council Meeting
September 6, 2007
11:00 a.m. – E.J. Howell Education Building Room 107

Staff Council President Jason Jacks called the meeting to order. The following members were absent – Christi Pfau and Angie Murray. Melet Price substituted for Christopher Stalker.

The minutes from the meeting on August 9th were read and approved with corrections as noted.

TREASURER’S REPORT: In the absence of Staff Council Treasurer Christi Pfau, Misa Flournoy reported that there was a balance of $4,108.57 in account 213500 and a balance of $6,422.54 in account 233500 as of 8/31/2007. The balances were somewhat lower this time because of the transferring of funds to the Scholarship account #241090 which now has $18,043.87 (also as of 8/31/07). The Treasurer’s report was approved as stated.

COMMITTEE REPORTS

Campus Representation:
• Allison sent the Staff Council approved Forum to Web Services to see if Tarleton had the proper software to run off the TSU server or had other recommendations.

Compensation and Benefits:
• Staff grant applications are being accepted until September 21st.

Employee Recognition:
• Harriett Ott, Administrative Secretary for Tarleton - Central Texas' Counseling & Psychology and Educational Leadership and Policy Studies, was presented on August 13th as the Staff Employee of the Month. Congratulations, Harriett!
• Deanna Powell reported that the next Employee of the Month award for September has not been approved yet. She will send an email out as soon as she has more information.
• The Employee of the Year Banquet will be Saturday, October 20th. The time is still pending.

Public Relations:
• Jessica Evans will be updating the Staff Council web site.
• Several suggestions were offered in the suggestion box placed on a table near the entrance of the Fine Arts building before the general assembly of TSU faculty/staff on August 24th at 3:00 p.m. A door prize was also given away (Jeanne McEndree won) from the same table at the general assembly on August 24th and we thank those who made donations to the gift basket.

Staff Development:
• The committee met on August 16th and will meet again on September 13th in Admin 208 at 10:00 a.m. Misa reported that they had a good group at the meeting in August and a lot of good ideas were suggested. It should be a little different yet great Staff Development Day on May 14th!
Special Events:
- Maureen said the next event will be the Halloween Carnival on October 30th. Help will be needed to take pictures.
- Jason said there was also a need for someone to handle registration/applications from vendors for the Holiday Showcase which will be December 7th.

Ad Hoc:
- The Scholarship committee members Jason Jacks, Shawndi Wilson, Linda Jones, and Joyce Goodman met to determine Staff Council scholarship recipients. The deadline for applications was 5:00 p.m. by August 17th. A scholarship was awarded to Maranda Watson for this semester in the amount of $600.00. Congratulations, Maranda!

President’s Report:
- Jason remarked how good it was to see so many people from Killeen at the General Assembly on August 24th.
- He will be attending the picnic in Killeen on September 7th.
- Elections will need to be held to fill the positions for the Staff Council members who have resigned or have changed jobs and no longer qualify to serve on Staff Council. Jessica Evans and Linda Land will work together to fill those positions.
- Jessica brought up that she had changed jobs but would be willing to stay in her elected position until the next election in May. (Refer to Staff Council Constitution Article IV, Sect. 5, #1) Thanks, Jessica!
- A new part-time student worker has been hired to assist with Staff Council duties.

Unfinished Business: None

New Business:
- Motion was made by Cheryl Rhoades to change the Staff Council meeting time from 11:00 a.m. to 10:30 a.m. on the days we meet. Susan Gordon seconded the motion and the motion carried.

Announcements:
- Connie Murry with the Registrar’s office reminded everyone about the Welcome Center Grand Opening and Enrollment Management Open House being held that afternoon in the Administration Building from 3:00-6:00 p.m. There will be refreshments and door prizes.
- Wellness Expo will be October 18th
- John Tarleton Walk begins September 10th
- Suggestions collected in the suggestion box placed at the general assembly on August 24th will be emailed to Staff Council members. (see attachment)
- Misa encouraged all Tarleton staff to get involved on committees so we can make a difference at Tarleton.

Adjournment: A motion was made to adjourn the meeting. The motion was approved and the meeting was adjourned at 11:57 a.m.