Staff Council Minutes

DATE AND LOCATION: July 17, 2008; Library Multipurpose Room, 10:00 A.M.


Staff Council President Angie Nimmo called the meeting to order. The minutes from the meeting on May 8, 2008 were read and approved. Melet Price moved we approve the brief meeting which was held at the Staff Council Retreat on June 18th for the Election of Officers for 2008-2009. Second was by Nancy Easterling. Motion carried. The new officers are: President Angie Nimmo, Vice President Chad Davidson, Past President Jason Jacks, Secretary Abi Freeman, Treasurer Leah Bartelt, and Parliamentarian Melet Price. Angie then had everyone introduce themselves.

TREASURER’S REPORT: Leah Bartelt reported the following balance as of 6/30/08:

Operating Expense Account 213500 balance: $8,320.51
General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $10,732.04
Scholarship Fund Account 241090 balance: $18,289.04 (awards 2 scholarships per semester for $600.00 per person)

The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
No report, committee has not met as of this date

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
No report, committee has not met as of this date

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
Susan Gordon reported the Holiday Showcase will be December 5th, 2008 and she has booked the ballrooms in the Thompson Student Center.

Employee Recognition: (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)
- Lisa Strobel, a buyer for Purchasing was chosen as the Employee of the Month for May. Congrats, Lisa!
- James Wilson, the Lead Electrician for Building Maintenance in Physical Facilities was chosen as the Employee of the Month for June. Congrats, James!
- The Employee of the Month for July will be presented on July 21st at 11:00 a.m. in the Library. We are to meet at the Coffee Bar.
- The Employee of the Year Banquet will be held on Thursday, September 18th at 6:30 p.m. in the ballrooms of the Thompson Student Center
- Nancy Pricer should be contacted for press releases which could be placed in the employees home town paper

Healthy Campus Task Force: (Sherri Boren, Chairman; Christi Pfau, Co-Chairman) Committee will be meeting soon.

Public Relations: (Jennifer Barrera, Chairman)
- Ad Hoc-Web Page:
  - Jennifer would like to get pictures of the members of the Staff Council posted to the new website at the next meeting.
  - Spotlight on Departments – The department needs to be randomly selected and will be spotlighted each month. It would be good to have pictures of the department to be posted on the website.
  - Perks and Praise – will be a new addition to the website were someone can brag about an accomplishment
  - Nancy Pricer should be contacted for Staff Council press releases

- Shirts for Staff Council – the subcommittee suggested we purchase a polo style shirt and they recommended two different colors of red or gold for the members to vote on. There was discussion as why red or gold was selected instead of purple. At the retreat members expressed they wanted the Staff Council to be noticed and not wear the traditional purple. Nancy Easterling moved we vote for either the red or gold shirt. Second was by Sherri Boren. The vote was red -4 and gold – 16. Gold polo shirts will be purchased so we can wear them to the General Assembly the end of August. The logo design for the shirts is still being considered.

Elections: (Jason Jacks, Chairman; Melet Price, Co-Chairman)
No report, committee has not met as of this date

President’s Report:
- Angie would like for every member of the Staff Council to volunteer to serve on at least one of the committees, by the of this meeting
- Committee chairmen will receive an email from Angie asking for them to provide:
  - a description of their committee with any changes or improvements
  - list of members
  - list of meeting dates
  - goals, projects, events for 2008-2009
  - wish list
  - supply list for the year
• Executive Committee will travel to Killen on July 31st to take the items we were given on Staff Development Day and talk with Clifton and Courtney about possibly forming a Killeen Committee and other items to help start a Staff Council there. *Killeen Staff and Faculty picnic is tentatively scheduled for September 5th.*
• We had received a thank you note from Carol Naegele, the employee of the month for May thanking Jason for going to Killeen to present her with the award.
• Possibility of hiring a student worker (Michael Butler a senior) to help with special events and the public relations.
• Ashraf Jafri had sent an email stating she has has accepted a new position which changes her EEO code from a 5 to a 3. She will be able to remain on Staff Council if she would like to for the remainder of the year. Angie will contact her to see what she would like to do.
• Angie reported she had turned into surplus a laptop and an old camera.
• The meeting scheduled for October 8th has been moved to October 16th due to several people being off campus that day.
• We each need to try to find something to put in the gift basket for the General Assembly to be given away to a member of the staff.

**Unfinished Business:** None

**New Business:**
• Abi Freeman reported we had the results from the surveys submitted to the staff requesting them serve on different staff committees. The information will be emailed to the chairmen.
• Leah Bartelt reminded us if anyone needs a new name tag, to let her know today.
• How the selection of the scholarships was discussed. In the previous years, funds left in the budget were moved into the scholarship fund. Jason Jacks reported this past semester (Spring 2008) we had 13 staff employees apply and only 2 people qualified and were paid $600.00 each. One person was not able to attend the semester and repaid the $600.00. Nancy Easterling moved we form a Scholarship Ad-Hoc Committee to review the criteria. Second was made by Sherri Boren. Motion carried. Jason Jacks will serve as chairman. Other members serving on this committee will be Thessie Towns, Abi Freeman, and Jennifer Barrera. Angie will attend also. Shawndi Wilson will be contacted to participate too. They will report their recommendations at the next meeting.

**Adjournment:** Melet Price moved to adjourn the meeting. Second was made by Chad Davidson. The meeting was adjourned at 11:30 a.m.
Staff Council Minutes – July 24, 2008

DATE AND LOCATION: JULY 24, 2008; LIBRARY MULTIPURPOSE ROOM, 3:30 P.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHELLY CONBOY-BROWN, ABI FREEMAN, SUSAN GORDON, SHARON ILEY, JASON JACKS, LINDA KENT, CONNIE MURRY, ANGIE NIMMO, MELET PRICE, KAREN SCHECHT, AND THESSIE TOWNS.

MEMBERS ABSENT: ALLISON ANDREWS, SHERRI BOREN, CHAD DAVIDSON, NANCY EASTERLING, SYLVIA HAMPTON, SHEILA HAWKINS, KAREN HOOKS, CLIFTON JONES, JIM LOOBY, COURTNEY MACIEL, DANA MOORE, CHRISTI PFUA, CHERYL RHOADES, MAUREEN SCANTLING, AND ELIZABETH WALLACE.

Staff Council President Angie Nimmo called the meeting to order. The meeting was called for the discussion and presentation of the changes made to the Staff Scholarship Guidelines.

The Scholarship Committee met July 22 and presented the following for the Staff Council approval:

Tarleton State University
Staff Council
Staff Scholarship Guidelines

1. Award amount – a flat rate of $600.00 per student per semester.

2. Previous recipients may reapply, but first priority will be to new applicants.

3. To be eligible for a Staff Council Scholarship, applicants must have a GPA of 2.5 or better and complete the Employee Scholarship Application (http://www.tarleton.edu/~scholars/documents/EmployeeScholarApplicationnew.pdf) and the TSU General Scholarship Application (http://www.tarleton.edu/~scholars/documents/application.pdf) with essay.

4. Only permanent budgeted staff would be eligible with the scholarship being prorated based on employment percentage.

5. A selection committee will utilize Tarleton Scholarship standards and review the applications.

6. Members of the Selection Committee should be the Past President as the chair, President and at least three (3) members from the Staff Council as selected by the chair. The Director of Scholarships will serve as an ex-officio member.

7. Priority deadline for filing application – August 15 for Fall Semester; December 15 for Spring Semester.
Scholarship Checklist

_____ 2.5 GPA

_____ Complete Employee Scholarship Application

_____ Complete TSU General Scholarship Application and essay

_____ Priority filing deadline is August 15 for Fall Semester; December 15 for Spring Semester

Shelly Conboy-Brown suggested we change the wording for the Award Amount to ‘up to’ instead of ‘a flat rate’.

Karen Schecht suggested we add the word ‘overall’ regarding the GPA.

Courtney Maciel suggested we tell where to send the completed application.

Sharon Iley moved we make those three changes and approve the committee’s recommendations for the Staff Scholarship Guidelines. Second was by Melet Price. Motion carried.

Angie thanked everyone for attending on such short notice. The Scholarship Committee wanted this to be effective for the Fall semester. An email will be sent to the Staff with the new guidelines.

The meeting was adjourned at 4:15 p.m.
1. Award amount – up to $600.00 per student per semester.

2. Previous recipients may reapply, but first priority will be to new applicants.

3. To be eligible for a Staff Council Scholarship, applicants must have an average GPA of 2.5 or better.


5. Complete the TSU General Scholarship Application with essay. (http://www.tarleton.edu/~scholars/documents/application.pdf)

6. Only permanent budgeted staff would be eligible with the scholarship being prorated based on employment percentage.

7. A selection committee will utilize Tarleton Scholarship standards and review the applications.

8. Members of the Selection Committee should be the Past President as the chair, President and at least three (3) members from the Staff Council as selected by the chair. The Director of Scholarships will serve as an ex-officio member.

9. Priority deadline for filing application – August 15 for Fall Semester; December 15 for Spring Semester.

10. Turn completed application into Scholarship Office, T- Box 0670, Stephenville, TX, 76402

**Scholarship Checklist**

- 2.5 GPA overall
- Complete Employee Scholarship Application
- Complete TSU General Scholarship Application and essay
- Priority filing deadline is August 15 for Fall Semester; December 15 for Spring Semester
STAFF COUNCIL MINUTES

DATE AND LOCATION: AUGUST 14, 2008; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, CHAD DAVIDSON, NANCY EASTERLING, ABI FREEMAN, SUSAN GORDON, SYLVIA HAMPTON, KAREN HOOKS, SHARON ILEY, CLIFTON JONES, LINDA KENT, JIM LOOBY, COURTNEY MACIEL, CONNIE MURRY, ANGIE NIMMO, MELET PRICE, CHERYL RHODES, MAUREEN SCANTLING, KAREN SCHECHT, AND THESSIE TOWNS.

MEMBERS ABSENT: ALLISON ANDREWS, SHERI BOREN, SHELLY CONBOY-BROWN, SHELIA HAWKINS, JASON JACKS, DANA MOORE, CHRISTI PF AU, AND ELIZABETH WALLACE.

GUESTS: JOAN COX, SUB FOR SHELLY CONBOY-BROWN; RICHARD REED, SUB FOR ELIZABETH WALLACE; ENVIRONMENTAL SERVICES - JOHN RICHMOND, DALE SWINDLE, JOSE JIMENEZ; DR. WANDA MERCER, STUDENT LIFE AND JESSICA EVANS, HUMAN RESOURCES.

Staff Council President Angie Nimmo called the meeting to order. The minutes from the meeting on July 24, 2008 were read and approved. Linda Kent moved we approve the minutes. Second was made by Melet Price. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported the following balance as of 7/31/08:
Operating Expense Account 213500 balance: $4843.93
General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $8,510.56
Scholarship Fund Account 241090 balance: $23,289.04 (awards 2 scholarships per semester for $600.00 per person)
The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
• Jim Looby reported the committee will meet next week.
• This committee will present issues to management on behalf of the staff. In the future there could be coffees between management and the staff.

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
• Melet Price reported the Staff Development Committee had met. Staff Development Day has been set for Thursday, May 14, 2009. They are looking at the possibility of having two and a half days instead of one day.
• They may have a separate Staff Development Day at Central Texas.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
• Shelly Brown was not able to attend, but the committee has met. Shelly wants to establish the roll and plan of action for the committee. They were concerned with what account to actually put the revenues into. They want to do what will be the best benefit all the staff.
• Susan Gordon spoke about the Holiday Showcase. The members present agreed the fee should be raised to $35.00 for the vendors and to keep the door prizes. If the door prize items are small, they should be grouped together to make one prize.

**Employee Recognition:** (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)
• Kay Wiley, Acquisitions Specialist in the Library was chosen as the Employee of the Month for July. Congrats, Kay!
• Nancy Gaither, the Nurse for the Student Health Center was chosen as the Employee of the Month for August. Congrats, Nancy!
• The Employee of the Year Banquet will be held on Thursday, September 18th at 6:30 p.m. in the ballrooms of the Thompson Student Center. The theme will be Tarleton’s Oscar Night.

**Healthy Campus Task Force:** (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
Chad Davidson reported the committee had met and they have another meeting scheduled for August 20th.

**Public Relations:** (Jennifer Barrera, Chairman)
- *Ad Hoc-Web Page:*
- Jennifer Barrera report the web address has changed to [http://www.tarleton.edu/~staffcouncil/](http://www.tarleton.edu/~staffcouncil/)
- A counter has been placed on the website and we have had over 400 hits since it was added to the website.
- Jennifer reported her committee has met. The ‘Spotlight’ section the will have one academic department and one non-academic department highlighted each month.
- There will be a monthly newsletter on the website.
- They are accepting donations for the gift basket to be given away to a staff member at the General Assembly August 28th.
- Her committee will prepare a reference card to give to new employees that will include phone numbers and things you need to know when you first hire in.
- We will possibly participate with other Tarleton clubs in a coat drive during November and have a Student Worker Appreciation Day in the Spring.

**Elections:** (Jason Jacks, Chairman; Melet Price, Co-Chairman)
We may need to hold a category 5 election to fill Ashraf Jafri’s position

**President’s Report:**
- Angie stated she is amazed with all the actions of the committees. She said everything is working and thanked everyone for making things be so successful this early in the school year.
- We had a request on the Voice Your Opinion section of the webpage. Someone had used sick leave to take their sick pet to the vet. The sick leave was denied, so the person had to change the leave to vacation. The person wanted to know why they could not use sick leave. The request had been sent to Jim Looby, Staff Affairs Committee Chairman. He will talk with someone in Human Resources and respond to the employee.
• Bridget Bednarz had contacted Angie regarding Deanna Latson, Nutritional Speaker to come give a presentation on nutrition. The cost would be $4300.00 for the university. She would like for the Staff Council and some other organizations to help pay this. Nancy Easterling moved this be presented to the Healthy Campus Task Force for their decision. Second was made by Jennifer Barrera. Motion carried.

Unfinished Business:
Clifton Jones reported three members of the Executive Committee (Angie Nimmo, Leah Bartelt and Melet Price) traveled to Killen on July 31st. They had lunch with the Killeen Staff, toured their campus and discussed the challenges they face there. The moral was positive and good. Recent circumstances have changed the opinions of the Killeen Staff; however it was not a result of the members of the Staff Council being there. The Killeen Staff will hold a meeting prior to their General Assembly to determine if they would like to form a committee with our group or start their own Staff Council. Angie reported she has requested the budget for Staff Council so we can determine how much Killeen might receive.

New Business:
a) Recreational Sports Center
   ➢ Dr. Wanda Mercer was present to speak on the Recreational (Rec) Sports Center fee.
   ➢ In October 2008, the new Rec Center opened.
   ➢ In Fall 2008 all students were charged $100.00 for Rec Sport Fee per semester.
   ➢ Dr. Mercer stated the students voted to assess students with this fee and it passed overwhelmingly.
   ➢ The Texas law states we can assess a fee. If students are charged with the fee, then everyone (faculty, staff, alumni or the community) using the facility would have to pay the same type fee.
   ➢ The persistence of Melet Price allowed Tarleton to have a payroll deduction plan to help in the payment of the $100.00 fee.
   ➢ The weight room, which was free to staff and faculty, was closed and Dr. Mercer’s office had no input regarding this until it had officially closed. Closing the weight room made the staff and faculty have to use the Rec Sports Center which now cost them money.
   ➢ There was discussion regarding the free lunch workouts in the Wisdom gym.
   ➢ Dr. Mercer had made the decision to allow the 7 full-time staff members who work in the building to be exempt from the Rec Sport Fee.
   ➢ Questions presented to Dr. Mercer were:
     • Chad Davidson, if the law states everyone has to pay the fee if students do, then how can they allow 7 employees to be exempt? Dr. Mercer will have to check with the attorneys.
     • Melet Price, said in her department, she is not allowed to use the university’s resources to benefit her or to take tools home to make repairs. Dr. Mercer understood what Melet is saying; but she doesn’t see it the same way Melet does.
     • Dale Swindle asked if the camps had to pay since they used the facilities while they were on campus this summer. Dr. Mercer reported yes; it made us $13,000.00 in extra revenue. She had told the employees in the Rec Center; they had to have a court available at all times for the students, faculty and staff to use during the times
the kids from camp were there. Dale said the Rec Center staff is very helpful and it is a good place to work out.

- Jessica Evans reported she had checked the local area to find a place for she and her husband to work out together and this was the best price in town and had the best equipment.
- Chad Davidson said since the normal time for students to attend college was five years, if a staff or faculty member had paid five years, couldn’t they be exempt after then? Dr. Mercer requested Chad email her that question and she would give it some thought.

- Dr. Mercer thanked everyone for letting her talk and for some good responses. She told us we might possibly present to President Dottavio an offer for the staff and faculty to match or pay half of the fee with the university. This might lead to a reduction in health insurance premiums if we have some type of healthy benefit plan.
- We could have the Healthy Campus Task Force provide a facility just for staff and faculty. Chad welcomed ideas regarding this.

b) Relay for Life

- Jessica Evans is now Tarleton’s chairman for the Colleges Against Cancer
- Relay for Life is Friday, November 7, 2008
- She would like to have the Staff Council come back to participate in this relay as we were the second largest contributor in last year’s race. Last year Staff Council sold BBQ sandwiches and collected over $1,200
- September 9th is the first team captain meeting
- Theme: Celebrate, Remember and Fight Back
- Jessica suggested Nancy Easterling be the chairman again since she did such a wonderful job as last year’s chairman.
- Those members present wanted to look at their calendars and this will be covered in unfinished business at the next meeting

c) Employee of the Year

At this time those present who were not members of Staff Council were asked to leave so we could vote for the Employee of the Year. The Employee Recognition Committee had reviewed the winners for the previous year at presented the ballot for voting for the Employee of the Year.

d) Grant Information

Staff Development Grants are ready to go to Staff Affairs Committee

Adjournment: Nancy Easterling moved to adjourn the meeting. Second was made by Melet Price. The meeting was adjourned at 11:30 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: SEPTEMBER 11, 2008; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHERRI BOREN, SHELLY CONBOY-BROWN, NANCY EASTERLING, ABI FREEMAN, SYLVIA HAMPTON, KAREN HOOKS, SHARON ILEY, JASON JACKS, LINDA KENT, JIM LOOBY, COURTNEY MACIEL, DANA MOORE, CONNIE MURRY, ANGIE NIMMO, CHRISTI PFAU, MELET PRICE, CHERYL ROADES, MAUREEN SCANTLING, KAREN SCHECHT, THESSIE TOWNS AND ELIZABETH WALLACE.

MEMBERS ABSENT: ALLISON ANDREWS, CHAD DAVIDSON, SUSAN GORDON, SHEILA HAWKINS, AND CLIFTON JONES.

GUESTS: PHYLLIS WARREN, SUB FOR CLIFTON JONES; BILL GREEN AND CHERRIE SCOTT, STATE EMPLOYEE CHARITY CAMPAIGN (SECC).

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on August 14, 2008 were read and corrected. Melet Price moved we approve the corrected minutes. Second was made by Leah Bartelt. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported the following balance as of 8/31/08:

Operating Expense Account 213500 balance: $4487.81

General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $8,483.21

Scholarship Fund Account 241090 balance: $14,489.04 (awarded 19 scholarships totaling $8,800.00)

The Treasurer’s report was approved as stated.

Scholarships awarded to:
• Andrietta Ackerman, Nursing
• Paul Adam, Web Designer (TCT)
• Sabrina Baker, Dean’s Office – College of Liberal & Fine Arts
• Monica Campbell, Academic Advising Services
• Elaine Chew, Purchasing
• Betti Cryer, Honors Program Coordinator
• Jeremy Damron, Human Resources (TCT)
• Jacob Fain, Head Athletic Trainer
• Susie Fagan, Academic Affairs
• Michael Harper, Athletics/Strength Coach
• Sheila Hawkins, Dean’s Office – College of Science and Technology
• Brandi Haynes, Student Recruiter
• Clifton Jones, Finance & Administration
• Linda Land, Library
• MaryBeth Marks, Transfer Services
• Nathan Schlieman, Assistant Baseball Coach
• Amanda Sims, Academic Affairs
• Dale Swindle, Environmental Services
• Raymond Wallace, Facility Maintenance

Leah reported we had shipping charges on one our account and asked if anyone knew why. Jason Jacks reported it was for mailing two retirement plaques to Danice Pearson and Bill Brown.
OPEN FORUM:

- Jason Jacks is the Co-Chair for the State Employee Charity Campaign for this year. The open season for the SECC will be from September until October 31, 2008. He asked us to be sure make a donation to our favorite charity. We now have payroll deduction and this can be done on the Single Sign On portion on our website.
- Jason had invited Bill Green (Fort Worth/Tarrant County) and Cherrie Scott to come speak with the members of the Staff Council in order to help promote this event.
- Mr. Green told us Tarleton State University is one of the larger supporters for the Fort Worth branch of SECC
- The State provides a list of standards for those who request donations and they have to account where the money goes
- Last year SECC raised 9.47 million dollars in donations
- TSU raised over 10 thousand dollars last year and we have continued to increase each year with donations
- Ms. Scott reported the agency should respond with thank you letters to each donor. If an employee wants a receipt they would need to provide their mailing address. The Single Sign On allows you to request an acknowledgement.
- Mr. Green and Ms. Scott left the meeting once they completed their presentation

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported his committee had met and is scheduled for another meeting next week.
- He is waiting on a call from Angie Brown, Human Resources, for explanations on the use of vacation and sick days. The committee has determined TAMUS has different policies over the system.
- He has contacted Chief Justin Williams, Police Department, regarding parking fees and fines
- In the future there could be Coffee with the Council
- The Dining Hall has increased its rates (to $4.80 + tax) since moving into the new building
- Our student worker has called the local merchants about hidden benefits and this will be updated on the website
- Staff can apply for grants to help offset the expenses for those attending workshops or seminars

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Melet Price reported her committee had not met since our last meeting, but they have a tentative meeting date of September 25 at 9:00 a.m. in the Math Building

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- Shelly Brown reported her committee has met and discussed the purpose of the committee
- Staff Council will participate in Family Weekend, September 19th and 20th. They will have a booth during the “Taste of Tarleton” where you can decorate sugar cookies
- We will have a booth during the Halloween Carnival and decorate sugar cookies. In the past we have provided Polaroid pictures. We will use what supplies we have and then begin taking pictures with a digital camera. The use of an instant printer with the digital camera was discussed briefly.
• The Holiday Showcase will be in December and we raised the registration fee to $35.00 for the vendors

**Employee Recognition:** (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)
- The Employee of the Year Banquet will be held on Thursday, September 18th at 6:30 p.m. in the ballrooms of the Thompson Student Center. The theme will be Tarleton’s Oscar Night. Tickets will not be available for sale after Friday, September 12th. Sylvia would like who can to come help decorate at 2:00 on September 18th. They would like for everyone to wear church dresses or after five attire.
- She has the paperwork ready to go the President for the next Employee of the Month

**Healthy Campus Task Force:** (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- Christi Pfau reported the committee has met.
- Tarleton is participating in recycling and had an article published regarding our help
- Weight Watchers on campus will not happen. We could not get enough to join; they only had 9 and needed 20 to start the program.

**Public Relations:** (Jennifer Barrera, Chairman)
- Jennifer Barrera reported the gift baskets for the General Assembly were great and we gave out 600 car wash mitts
- The Staff Newsletter was AWESOME!!! Everyone has had wonderful things to say about it and no one has received anything negative! Keep up the GREAT work!!
- We are looking to add a page for Killeen to the Newsletter
- Nancy Pricer had contacted Angie to let her know what an outstanding job had been done on the Staff Newsletter. Nancy will talk with her committee to see if they want to see about joining in with the Staff Newsletter. President Dottavio had requested a monthly newsletter or something similar to that be sent to all the faculty and staff

**Ad Hoc-Web Page:**
- The website seems to be a big hit with the staff. We continue to get good feedback from the staff. She would like for anyone to email her any upcoming meetings or events so she can post them on the website

**Killeen Committee:** (Clifton Jones and Courtney Maciel)
Courtney Maciel reported September 5 was the General Assembly and their Fall picnic
They had received the mugs and car wash mitts and everyone appreciated them
Courtney and Clifton have been discussing if they want to do a survey to poll the Killeen Staff to determine what they want to do there about a Staff Council
They have thought about recognizing staff birthdays or years of service

**Elections:** (Jason Jacks, Chairman; Melet Price, Co-Chairman)

After receiving the headcount from Jessica Evans in Human Resources on August 21, 2008 the following was presented to the Elections Committee:
We need to hold an election in EEOC 7 for 2 people and Killeen needs one person.
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**President’s Report:**
- Angie is very excited about the Newsletter
- The Staff Council Scholarships awarded were AWESOME! Angie had sent emails to notify the recipients and they were so thankful. The Scholarship Office also sent a certificate to each one too!
• Angie had received Thank You notes from Emma Davis for her Retirement plaque
• Angie received a Thank You note from Nancy Gaither as the August Employee of the Month
• Angie wanted to know the opinion of the Staff Council for doing PSA on KTRL radio for us to help do the advertising Staff events. She feels we need to market Staff Council. It was agreed since the PSA was free, we should do it. Our student worker Michael will create fliers and help market Staff Council in any way we can.
• Angie had emailed the committee chairman about their committee goals, budgets, etc. and she had only received one committee’s response. Committee chairman, get focused and send your responses to Angie.

Unfinished Business:
• Relay for Life – Nancy Easterling will be out of town the weekend this event is scheduled (November 7) so she will not be able to be the chairman; however, she will be happy to be the co-chairman. Elizabeth Wallace will check to see if she will be able to help chair it. They asked anyone who wanted to help to please email either of them.

New Business:

a) Election
Jason is working on the ballots and should have both the EEOC 7 and Killeen ready for an election next week

b) Grant Information
Jim and his committee are working on the grants

c) JT Wellness
Sarah Nielsen, Coordinator has requested the Staff Council help defer the expenses for the Staff. It will be a 10 week program titled Move – Eat – Learn. There is a onetime fee of $5.00 which will go toward purchasing a string backpack and toward the budget for the program. A team will consist of 10 members. Jason Jacks prefers we pay a flat fee vs. per person and it would be easier on the bookkeeping. Sherri Boren moved this be sent to the Staff Affairs Committee. Second was made by Maureen Scantling. Motion carried.

We were reminded the next meeting will be held on October 16th. The Wellness Expo is scheduled for October 9th.

Adjournment: Melet Price moved to adjourn the meeting. Second was made by Jim Looby. The meeting was adjourned at 11:30 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: October 16, 2008; Library Multipurpose Room, 10:00 A.M.


MEMBERS ABSENT: Sherri Boren, Chad Davidson, Jason Jacks, Connie Murry, Melet Price and Thessie Towns.

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on September 11, 2008 were read and corrected. Karen Schecht moved we approve the corrected minutes. Second was made by Susan Gordon. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported the following balance as of 9/30/08:
- Operating Expense Account 213500 balance: $9,906.64
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $22,456.88 ($8,128.68 funds from 2008)
- Scholarship Fund Account 241090 balance: $14,489.04
The Treasurer’s report was approved as stated.

OPEN FORUM:
- None.

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported 76 staff had attended the Coffee with the Council on October 2nd. He had received several good suggestions in WALDO (suggestion box). His committee will have a schedule of where WALDO will be located in the future.
- He is working with Angie Brown, Human Resources regarding the use of vacation and sick days. They have had a discussion of the policies for leave. The committee has determined TAMUS has different policies over the system.
- He is working with Chief Justin Williams, Police Department, regarding parking fees and fines.
- Since Chartwells will no longer be the food provider after this semester, we will wait to see what the new prices will be in the Spring at the Dining Hall.

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- No report.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- Shelly Brown reported her committee had met last week to discuss their budget.
• We will have a booth during the Halloween Carnival, October 28th and decorate sugar cookies. A printer for the digital camera is being purchased and we hope to have it for the Halloween Carnival.

• For the Holiday Showcase Susan Gordon reported she had mailed invitations on October 1, 2008 with the deadline to register being November 7th.
  o The postage totaled $45.36
  o There were 24 invitations returned
  o Income for the event is $1,120.00
  o The Ballrooms cost will $350.00
  o Susan thanked Angie for sending the email about the event to all staff, faculty and retirees
  o Media Relations is working on a press release to advertise for vendors and to advertise the event
  o Diane Swanson of TIAER is working on a flyer to be posted in local businesses
  o Stephenville Chamber of Commerce was notified of the event and sent a copy of the invitation and the registration form
  o Susan has received many inquiries via telephone and email about NEW vendors to the event

**Employee Recognition:** (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)

• The September Employee of the Month was Judy Arndt, Assistant Procurement Specialist in the Physical Plant Warehouse. Congratulations Judy!!

• The next Employee of the Month will be presented Tuesday, October 21st at 10:30 a.m. in the O.A. Grand Building, Room 218

• The committee has received several thank you notes for the AWESOME job they did with the Employee of the Year Banquet. They had also received a personal note from Dr. Brad Chilton.

**Healthy Campus Task Force:** (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)

• Christi Pfau reported the committee has met.

• They had a good showing at Wellness Expo and people were glad to know Tarleton is participating in recycling and had an article published regarding our help

• Nancy Easterling reminded everyone Tarleton offers free exercise programs during lunch every day at the old gym

**Public Relations:** (Jennifer Barrera, Chairman)

• We will participate in a food drive the first two weeks of November. Jennifer will let us know where the food can be dropped off.

• The Staff Newsletter will not be part of the newsletter from Nancy Pricer’s area. No one has received anything negative about the Staff Newsletter.

• The Staff Forum which was created by Allison Andrews has been disconnected. This was too similar to the new webpage Jennifer was handling.

• The on-line bulletin board could be linked to our webpage.

**Killeen Committee:** (Clifton Jones and Courtney Maciel)

Courtney Maciel reported they had submitted a survey to the staff in Killeen for what people want. They have received some feedback, but have not had time to compose the results. Mostly, the
people want food. They should be having an election there soon, but since Jason Jacks was not present, we were not sure what the status was. Angie will contact Jason.

**Elections:** (Jason Jacks, Chairman; Melet Price, Co-Chairman)
- None.

**President’s Report:**
- Angie had received a letter of resignation from Chad Davidson. He will be leaving Tarleton, Friday, October 17th for another job. This means we will need to elect a new Vice President.
  - Chad’s leaving creates a vacancy in EEOC 3
- Abi Freeman reported we had a quorum. Susan Gordon moved we hold an election for a new Vice President. Second was made by Nancy Easterling. Motion carried.
  - Nominations were:
    - Jennifer Barrera
    - Jim Looby
    - Nancy Easterling
    - Susan Gordon
  - Nancy Easterling withdrew her name.
  - Abi Freeman moved we close the nominations. Second was made by Nancy Easterling. Motion carried.
  - Jim Looby was elected Vice President to complete this year.
- Angie had also received a letter of resignation from Connie Murry since she will be retiring the end of December 2008.
  - This creates a vacancy in EEOC 3
- Angie will get with Jason regarding elections. We now need 2 in EEOC 3 (Davidson & Murry); EEOC 4 needs 1 (Hawkins) The vacancy of 2 for EEOC 7 should be done and ready to announce. Killeen needs to have an election for 1 person.
- Angie reported we are purchasing a printer for the digital camera and it will be paid for from our general fund for everyone to use. The printer and camera will be located in Jennifer Barrera’s office.
- Angie reported the storage building for Staff Council will be done since the cooler weather has arrived.
- Angie had emailed the committee chairman their budgets for this year.

**Unfinished Business:**
- None. We had discussed the EEOC elections under the President’s report.

**New Business:**
  a) **QEP meeting**
  Abi Freeman gave us a handout and a brief discussion on the Quality Enhancement Plan (QEP) which will be completed by the faculty in the Southern Association of Colleges and Schools (SACS) for reaffirmation to be done in March 2010. Members from the QEP will talk with the staff very soon.
  b) **Change of meeting date**
  The Staff Council meeting for March 2009 will be held on **March 19, 2009**. The other date would be during Spring Break 2009. Jennifer will make the change on the webpage.
We were reminded the next meeting will be held on November 13th.

**Adjournment:** Christi Pfau moved to adjourn the meeting. Second was made by Maureen Scantling. The meeting was adjourned at 11:00 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: NOVEMBER 13, 2008; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHERRI BOREN, SHELLY CONBOY-BROWN, NANCY EASTERLING, ABI FREEMAN, SUSAN GORDON, SYLVIA HAMPTON, KAREN HOOKS, SHARON ILEY, LINDA KENT, JIM LOOBY, COURTNEY MACIEL, DANA MOORE, ANGIE NIMMO, CHRISTI PFAU, MELET PRICE, RICHARD REED, CHERYL RHOADES, MAUREEN SCANTLING, KAREN SCHECHT, LATHES TOWNS AND ELIZABETH WALLACE.

SUBSTITUTES: MITCH JACKSON (NORMAN FOX) AND PHYLLIS WARREN (CLIFTON JONES)

MEMBERS ABSENT: NORMAN FOX (VACATION, SENT SUB), JASON JACKS, AND CLIFTON JONES (SENT SUB).

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on October 16, 2008 were read and corrected. Sherri Boren moved we approve the corrected minutes. Second was made by Karen Hooks. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported the following balance as of 10/31/08:
- Operating Expense Account 213500 balance: $5,283.30
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $13,303.54
- Scholarship Fund Account 241090 balance: $14,489.04
The Treasurer’s report was approved as stated.

OPEN FORUM:
- None.

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported his committee has not met this month.
- They are working on rewording the awards for the Staff Development Grant.
- Main topic from WALDO was a four day work week and a bus system to go to more community locations instead of only with the campus.
- He is still talking with the Police Department, regarding parking issues.
- Once the new food provider is selected, Jim will get with them regarding prices.

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Have not met.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- Shelly Brown reported we made $152.00 at the photo booth during the Halloween Carnival on October 28th. The film had been donated allowing the profit to be greater.
- The committee would like to decorate the Christmas tree at the gazebo on November 25th (Tuesday before Thanksgiving) and possibly have another Coffee with the Council and let everyone who attends help decorate the tree.
Shelly said they also would like to email the faculty and staff and have them decorate an empty box to be placed under the tree.

Holiday Showcase Susan Gordon reported we have 52 vendors participating (sold 67 tables). A sign-up sheet was passed around for members to help with registration, greeter, take in the door prizes, announce the door prizes and be available to help on Friday, December 5th. Our student worker will be available to help load and unload the vendors.

Employee Recognition: (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)
- The October Employee of the Month was Michael Ables, Senior Network Systems Analyst for Information Technology Services. Congratulations Michael!!
- Sylvia is still processing the Employee of the Month for November.
- Sylvia did remind us the picture should include the Vice President of the area, President Dottavio, as well as the Employee of the Month.

Healthy Campus Task Force: (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- The Wellness Expo had a great showing. The recycle bags were a big hit.
- The committee will not meet again until March.

Public Relations: (Jennifer Barrera, Chairman)
- The committee met November 6th.
- The newsletter is still getting great reviews.
- We need to continue to have articles for the Spotlight section on the website.
- The food drive received a check for $500.00 and Jennifer has delivered the check to the shelter. The food drive is doing well and will continue until November 21st.
- Cindy Hess and Larry Smith are working on a reference card to assist new employees and a staff information flyer.
- They want to have a Student Employee Recognition the third week of April. They would like to have President Dottavio sign a proclamation.

Killeen Committee: (Clifton Jones and Courtney Maciel)
- Courtney Maciel reported they had submitted a survey to the staff in Killeen, mostly, the staff wants food.
- They might have a recognition pot luck dinner.
- Employee of the month would be something to do.
- Maybe do something during the holidays for a community outreach project.
- Two more are interested in joining Staff Council.
- Maybe a get together during Christmas for the staff would be nice.
- Linda Kent suggested a Military spotlight would be good for the website or the Staff Newsletter.

Elections: (Jason Jacks, Chairman; Melet Price, Co-Chairman)
- None.

President’s Report:
• Angie reported the storage building has been cleaned out on Monday! They had disposed of a lot of junk and old boxes. She had purchased plastic totes and has stored top hats, glass bowls, Christmas lights and decorations, electric cords and Hawaiian luau items.
• She is working on the committee wish list and supply list.
• Rusty Jergins had called just before she left for the meeting. He needs a volunteer to attend a parking appeal with other members. Angie was not sure of the date, but it will be next week. Jim Looby was who the committee recommends and Lathes Towns will be his back-up.

Unfinished Business:
• Angie introduced our newest member Richard Reed. Norman Fox is our other new member, but he is on vacation. She thanked Mitch Jackson for attending for Norman.
• Killeen needs one more representative
• EEOC 3 needs two more representatives

New Business:
• Angie was in the giving spirit. She had a drawing and gave away a cranberry candle. Cheryl Rhoades won it!!

We were reminded the next meeting will be held on December 11th.

Adjournment: Leah Bartelt moved to adjourn the meeting. Second was made by Lathes Towns. The meeting was adjourned at 10:45 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: December 11, 2008; Library Multipurpose Room, 10:00 A.M.


SUBSTITUTES: Mitch Jackson (Elizabeth Wallace)

MEMBERS ABSENT: Jennifer Barrera, and Elizabeth Wallace (sent sub).

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on November 13, 2008 were read and corrected. Sherri Boren moved we approve the corrected minutes. Second was made by Susan Gordon. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported last year’s had rolled over into the 2009 accounts and she reported the following balance as of 11/30/08:
- Operating Expense Account 213500 balance: $4,801.78
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $13,278.34
- Scholarship Fund Account 241090 balance: $14,489.04
The Treasurer’s report was approved as stated.

OPEN FORUM:
- Dr. James Kirby of the University Calendar Committee was scheduled to speak, but did not attend.

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported his committee meets next week
- Coffee with the Council received concerns regarding
  - parking issues
  - possible 4 day work week
  - flex time
- Once the new dining contractor, Sodexo, begins he will talk with them about the staff rates
- More hidden benefits are to come

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Melet Price reported her committee last week, it was small in attendance
- Monday, December 15th, Stan Swam will attend a meeting to talk about workshops with Human Resources for Staff Development issues and Staff Development Day
Special Events:  (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- Shelly Brown reported we had a wonderful Holiday Showcase and thank Susan Gordon and everyone for all the hard work they did to make the event so successful. We had 52 vendors (using 67 tables).
- On the vendor suggestion sheets, we had good feedback. They would like to see the prize distribution format change. We might want to have a silent auction.
- The Christmas tree trimming was successful. The Christmas tree broke at the base. The Christmas tree which actually goes in the gazebo has been found and it will be the Alumni Relations for next year.
- It was reported we had 5 students purchase tables this year and several of them sold out.

Employee Recognition:  (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)
- The November Employee of the Month was James Wiley, Information Technology Advisor for Information Technology Services. Congratulations James!!
- The December Employee of the Month will be presented next week.
- Sylvia reported the committee would like to re-vamp the goodie basket which the employee receives. They would like to see one nice gift instead.
- This event needs more recognition and encouragement to get more people nominated. Very few nominate people any more.

Healthy Campus Task Force:  (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- The committee will not meet again until March.

Public Relations:  (Jennifer Barrera, Chairman)
- Jennifer Barrera was not present, but she had sent her report to Angie
- We had a great food drive. Tarleton had 14 boxes of food collected and over $500.00 was donated to the Pantry & More as well as Saint Luke’s. Angie thanked everyone who had helped.
- Larry Smith and Cindy Hess have completed the reference card for the staff.
- The December newsletter went out early due to the Christmas holidays. The next newsletter will not be issued until February.
- The committee would like to have more information for the webpage, so if you know of any news, let them know.
- We need to continue to have articles for the Spotlight section on the website.
- They want to have a Student Employee Recognition the third week of April. They would like to have President Dottavio sign a proclamation.

Killeen Committee:  (Clifton Jones and Courtney Maciel)
- Clifton reported Central Texas will be have a pot luck and ornament exchange on December 19th
- On December 22 they will host something similar to Coffee with the Council
- Ann Pawlak needs to have the Central Texas people added to her email list for news concerning the newsletter

Elections:  (Jason Jacks, Chairman; Melet Price, Co-Chairman)
- None.
President’s Report:
- Dr. Wanda Mercer had attended the Executive Committee meeting on December 2nd. She suggested we determine another method for recognizing outstanding staff. She felt the way we are doing things now, is dying down. Since we may not get pay increases in the future, she believes we need to let the focus be more from a departmental view.
- One of the ways we could determine how to handle this is create a focus group. They could research other companies to see how they recognize employees with different ways to thank their staff.
- There was discussion and the consensus of the members of Staff Council felt we should continue with the remainder of 2008-2009 Employee of the Month and banquet just like we have done in the past.
- Jason Jacks moved Staff Council continues the ownership, directory and operation of the Employee of the Month and Employee of the Year Banquet. Second was by Leah Bartelt. Motion carried.

Unfinished Business:
- None.

New Business:
- Jason reported Dr. John Calahan had contacted him to have Staff Council help hand out programs for the graduation ceremonies on Saturday. Angie suggested we dress business professional and wear our name tags. Those offering to help (Jason Jacks, Sherri Boren, Leah Bartelt and Abi Freeman) at the morning should arrive at 8:30 a.m. in the foyer of the Wisdom Gym and for the afternoon (Jason Jacks, Sherri Boren, Sharon Iley, and Abi Freeman) they should arrive about 1:00 p.m.
- Angie had a drawing and gave away a Sonic gift certificate. Jason Jacks won it!!

We were reminded the next meeting will be held on January 15th.

Adjournment: Sherri Boren moved to adjourn the meeting. Second was made by Karen Schecht. The meeting was adjourned at 11:30 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: JANUARY 15, 2009; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHERRI BOREN, SHELLY CONBOY-BROWN, NANCY EASTERLING, NORMAN FOX, ABI FREEMAN, SUSAN GORDON, KAREN HOOKS, SHARON ILEY, CLIFTON JONES, JIM LOOBY, CHRISTI PF AU, MELET PRICE, RICHARD REED, CHERYL RHoades, MAUREEN SCANTLING, KAREN SCHECHT, AND LATHES TOWNS.

SUBSTITUTES: SANDRA CAUDLE (DANA MOORE), MITCH JACKSON (ELIZABETH WALLACE) AND PHYLLIS WARREN (COURTNEY MACIEL).

GUEST: DR. JIM KIRBY

MEMBERS ABSENT: SYLVIA HAMPTON, JASON JACKS, LINDA KENT, COURTNEY MACIEL (SENT SUB), DANA MOORE (SENT SUB), ANGIE NIMMO, KAREN SCHECHT, AND ELIZABETH WALLACE (SENT SUB).

Staff Council President Angie Nimmo was not able to attend, so Vice-President Jim Looby called the meeting to order. The roll call was taken. The minutes from the meeting on December 11, 2008 were read. Leah Bartelt moved we approve the minutes. Second made by Susan Gordon. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported last year’s had rolled over into the 2009 accounts and she reported the following balance as of 12/31/08:

- Operating Expense Account 213500 balance: $8,538.38
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $23,655.27
- Scholarship Fund Account 241090 balance: $14,489.04

The Treasurer’s report was approved as stated.

OPEN FORUM:

- Ms. Kelli Styron, SACS Compliance Committee Chairman was not able to attend

- Dr. James Kirby of the University Calendar Committee presented the University Calendar 2009-2010.
  - He told us the Southern Association of Colleges and Schools (SACS) previously required classes to be 45-to minutes long
  - Now SACS counts weeks instead of minutes, so classes need to be 15 weeks long
  - Dr. Kirby asked for questions:
    - Is the Staff was required to work all year and he did not know the answer
    - Why don’t we take off Veterans Day
    - Work a four day work week – he said this had not been mentioned for fall or spring with one
COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported hidden benefits will be posted on the website in January
- Three grants for $750.00 were approved
- He is still working with HR regarding flex-time or comp-time
- Jim would like to have a motion made to establish a Task Force to determine if a four day work week is feasible. Nancy Easterling moved a Task Force be established as a subcommittee for Staff Affairs to determine if a four day work week would be feasible. Second by Sherri Boren. Discussion was:
  - Interest of employees
  - Deal breaker for child care
  - Capabilities of workers
  - Student needs
  - Support for summer camps
  - Financial benefit for University
Motion carried.
- Jim has not been able to talk with Sodexo about the staff rates
- Coffee with the Council had a recommendation of busing public and private transportation in community for students, staff and faculty. Jim would like to talk with Mr. Jerry Graham about forming a Task Force with the University and possibly the City Council. Motion was made by Susan Gordon to do this. Second by Melet Price. Motion carried.
- Establish a monarch butterfly weigh station, possibly in the green space where the old dining hall was. Horticulture Club could assist.
- Jim has contacted Chief Williams to see about the possibility of increasing repeat offenders parking fines, but it cannot be done. They are looking at more color coded parking lots.
- It has been recommended we improve the method for Staff to be better trained. Sherri Boren made the motion we develop a Task Force to help provide a better way for Staff scholarships which will help improve Staff jobs, to better train the employees, to provide a way for us to re-invest back into Tarleton. Second was made by Maureen Scantling. Motion carried.

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Melet Price reported she is working with Stan Swam to create an email address for staffdevelopment@tarleton.edu to determine what workshops or classes we would like to have offered during our work day. It would be helpful for Stan to have input from the Staff.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- No report.

Employee Recognition: (Sylvia Hampton, Chairman; Linda Kent, Co-Chairman)
- No report.

Healthy Campus Task Force: (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- March 16th at 10:00 a.m. they will have a meeting in the Risk Management Conference Room
Public Relations: (Jennifer Barrera, Chairman)
• Jennifer Barrera would like for the committee chairmen to send their meeting dates to her so she can post them on the website

Killeen Committee: (Clifton Jones and Courtney Maciel)
• No report, they had to leave early to go back to work. Killeen will become its own entity in Fall 2009

Elections: (Jason Jacks, Chairman; Melet Price, Co-Chairman)
• None.

President’s Report:
• Jim reported the scholarships have been given totaled over $7000.00
• Next meeting we will discuss how we will conduct the future process for the Employee of the Month

Unfinished Business:
• We still need to hold an election in categories 3 and 4

New Business:
• None

We were reminded the next meeting will be held on March 19th.

Adjournment: Susan Gordon moved to adjourn the meeting. Second was made by Sherri Boren. The meeting was adjourned at 11:00 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: FEBRUARY 12, 2009; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: LEAH BARTELT, SHELLY CONBOY-BROWN, NANCY EASTERLING, NORMAN FOX, ABI FREEMAN, SUSAN GORDON, KAREN HOOKS, SHARON ILEY, JIM LOOBY, DANA MOORE, ANGIE NIMMO, CHRISTI PFAU, MELET PRICE, CHERYL RHOADES, MAUREEN SCANTLING, LATHES TOWNS, AND ELIZABETH WALLACE.

SUBSTITUTES: KIMBERLY RESENDEZ (JENNIFER BARRERA), AND MISA FLOURNOY (SHERRI BOREN).

MEMBERS ABSENT: JENNIFER BARRERA (SENT SUB), SHERRI BOREN (SENT SUB), NORMAN FOX, SYLVIA HAMPTON, JASON JACKS, CLIFTON JONES, COURTNET MACIEL, RICHARD REED, AND KAREN SCHECHT.

GUEST: DR. DENISE MARTINEZ AND DR. GILBERT HINGA (QUALITY ENHANCEMENT PLAN TEAM) AND MS. KELLI STYRON (COMPLIANCE COMMITTEE)

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on January 15, 2009 were read. Susan Gordon moved we approve the corrected minutes. Second was made by Cheryl Rhoades. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 1/30/09:
- Operating Expense Account 213500 balance: $8,249.45
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $23,497.06
- Scholarship Fund Account 241090 balance: $6,889.04
The Treasurer’s report was approved as stated.

OPEN FORUM:
- Dr. Denise Martinez, Chairman of the Quality Enhancement Plan (QEP) and Dr. Gilbert Hinga were present to talk to about what the QEP is doing during for the university regarding the Southern Association of Colleges and Schools (SACS) reaffirmation process in 2010 for Tarleton. They presented a hand out and told briefly what QEP is and what they are responsible for prior to the reaffirmation process. One of the ways their committee operates is to provide a catch phrase for Tarleton. They are gathering endorsements from the various committees and organizations to present to President Dottavio for a final approval. The phrase will be “Keeping It REAL” (R real-world E experiences A applied to L learning).
  Prior to the SACS reaffirmation team coming to Tarleton, the members of the QEP will help market this phrase by using newsletters, posters, fliers in the dorms and classrooms, website, develop screen savers, campus email to help get the word out to the students, faculty and staff. Motion was made by Nancy Easterling we accept the endorsement “Keeping It REAL”. Second was made by Lathes Towns. Motion carried.
- Ms. Kelli Styron, Chairman of the SACS Compliance Committee will be in after she finishes her class to talk about her committee.
COMMITTEE REPORTS:

**Staff Affairs:** (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported his committee has not met.
- Jim will not be able to meet with Chief Williams next week regarding parking issues. Dana Moore will talk with the Chief.
- There was a discussion about us establishing a butterfly weigh station in the space where the old dining hall was located. Once it is set up, we could hand it off to another organization.

**Staff Development:** (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Melet Price reported her committee has not met.
- They have established an email address which will allow staff to make suggestion topics during the year for topics at Staff Development Day.

**Special Events:** (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- No report.

**Employee Recognition:** (Sylvia Hampton, Chairman)
- They are working on the February Employee of the Month.

**Healthy Campus Task Force:** (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- No report.

**Public Relations:** (Jennifer Barrera, Chairman)
- Jennifer Barrera was not present, but she had sent her report to Angie.
- President Dottavio will sign the proclamation for Student Worker Appreciation Week April 13th at 2:00 p.m. in his office. This will be Tarleton’s first Student Worker Appreciation Week and it will be held the week of April 13-17. We would like to have Staff Council and students at the signing of the proclamation. Each department will be responsible to do their own form of appreciation. There will be Student Worker Appreciation certificates also.

**Killeen Committee:** (Clifton Jones and Courtney Maciel)
- No report.

**Elections:** (Jason Jacks, Chairman; Melet Price, Co-Chairman)
- None.

**President’s Report:**
- President Dottavio would like to meet with the Executive Committee and the Committee Chairman on February 26th from 9:30 a.m. till 11:00 a.m. in the Administration Building, Room 208.
  - Agenda for this meeting (will be emailed):
    - Employee Recognition – get President Dottavio’s thoughts for revamping or dissolving and when would it go into affect
    - Killeen – how do we handle this with their leaving us in Fall 2009
    - Benefits for staff or what can we offer them – comparison of staff salary with TAMUS and commercial companies; education, parking and wellness time.
Unfinished Business:
  • None.

New Business:
  • Ms. Kelli Styron, Chairman of the SACS Compliance Committee presented a handout. She gave the key areas of importance for the committee. SACS is very similar to the self studies we have done in the past. Now all the reports are being done electronically. SACS has 87 standards we follow to be in compliance. If we are not in compliance the federal government will stop our federal funding. We process will now be conducted every five years instead of the previous ten years. The compliance document is in its third draft and is nearly ready for an outside review.

  • There was discussion for the continuity of the Staff Council Vice President to automatically become the President for the following year. Since we will have to change the by-laws and have a two-thirds majority, we could not vote on this at this meeting. The discussion will continue next meeting.

We were reminded the next meeting will be held on March 19th.

Adjournment: Nancy Easterling moved to adjourn the meeting. Second was made by Jim Looby. The meeting was adjourned at 11:30 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION:  MARCH 19, 2009; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT:  JENNIFER BARRERA, LEAH BARTELT, SHELLY CONBOY-BROWN, NANCY EASTERLING, ABI FREEMAN, KAREN HOOKS, SHARON ILEY, JIM LOOBY, DANA MOORE, ANGIE NIMMO, CHRISTI PFAU, MELET PRICE, CHERYL RHOADES, MAUREEN SCANTLING, AND LATHES TOWNS.

SUBSTITUTES:  KATE CABALLERO (SUB JACKS), FAITH STIFFLER (SUB FOX), BEN KUNZE (SUB REED)

MEMBERS ABSENT:  SHERRI BOREN, NORMAN FOX (SUB), SUSAN GORDON, SYLVIA HAMPTON (VACATION), JASON JACKS (SUB), CLIFTON JONES (SPRING BREAK), COURTNEY MACIEL (SPRING BREAK), RICHARD REED (SUB), KAREN SCHECHT, AND ELIZABETH WALLACE.

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on February 12, 2009 were read. Jim Looby moved we approve the corrected minutes. Second was made by Jennifer Barrera. Motion carried.

TREASURER’S REPORT:  Leah Bartelt reported the following balances as of 1/30/09:
- Operating Expense Account 213500 balance: $7,843.98
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $23,681.06
- Scholarship Fund Account 241090 balance: $6,889.04
The Treasurer’s report was approved as stated.

OPEN FORUM:
None

COMMITTEE REPORTS:
Staff Affairs:  (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- Jim Looby reported his committee will meet today
- The committee will work on a process to amend the grants and their deadlines

Staff Development:  (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Melet Price reported her committee will meet next week
- Staff Development Day (May 14) will be a kick off for the QEP’s “Keeping It REAL”

Special Events:  (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- No report

Employee Recognition:  (Sylvia Hampton, Chairman)
- Leah Bartelt reported the February Employee of the Month was Joanna Ince, Staff Accountant in Business Services. March Employee of the Month was Venetta Skinner, Administrative Assistant in Nursing. Congratulations Joanna and Venetta!!

Healthy Campus Task Force:  (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
• Leah Bartelt reported they will meet this week. They would like to issues a one-time grant for employees who attend the Recreation Sports Center
• They would like to have a diary of food so users could keep up with what they eat (this could be a possible link for the website)

Public Relations: (Jennifer Barrera, Chairman)
• Jennifer Barrera reported the newsletter was still going strong
• Jennifer reminded us of the first Student Worker Appreciation Week which is April 13-17. President Dottavio will sign the proclamation for Student Worker Appreciation Week April 13th at 2:00 p.m. in his office. We would like to have Staff Council and students at the signing of the proclamation. The Administrative Assistants will receive an invitation to make sure everyone in the departments know.

Killeen Committee: (Clifton Jones and Courtney Maciel)
• Central Texas is on Spring Break, so they were not available.

Elections: (Jason Jacks, Chairman; Melet Price, Co-Chairman)
• None.

President’s Report:
• Angie Nimmo reported the meeting with President Dottavio was a good, productive meeting.
  o Employee Recognition – President Dottavio thought we should revamp. He would like to have a task force submit a proposal for Administration to approve. The committee wants to improve the Employee of the Month baskets and make it more special.
  o Killeen – In Fall 2009, they will not participate. They will be responsible for taking the lead for forming their own Staff Council.
  o Benefits for staff or what can we offer them – President Dottavio would like to have a comparison of staff salary with TAMUS and commercial companies. Staff Council has contacted OPEIR to pull the numbers. The results will be furnished to the President and Staff Council.
  o The scholarship for employees (staff, spouses & dependants) has been $300.00 since 2004.
  o President Dottavio thought about zoned or gated parking to eliminate issues.
  o President Dottavio will encourage his cabinet to allow the employees to have the ability to attend Staff Development Day.
• Angie Nimmo and Jim Looby had discussed in the future if we receive complaints from the same person regarding someone parking in their assigned space, Staff Council’s recommendation would be to notify the campus police and determine if they could be issued a new space
• The Recreation Sports fee will come off Staff Affairs Committee and now be referred to the Healthy Campus Task Force Committee

Unfinished Business:
• Elections – Angie had talked with Abi and Susan about having an election to fill the vacancies. It was decided to wait for the general election in May to fill all the vacancies.
Vacancies to fill:
3 for EEOC #3 (Chad Davidson, Connie Murry, Linda Kent)
1 for EEOC #4 (Sheila Hawkins)
1 for EEOC #5 (Freeman-resigning May)

2009 Term expirations:
2 for EEOC # 3 (Hampton, Jacks)
1 for EEOC #5 (Pfau)
2 for EEOC #7 (Hooks, Scantling)

New Business:
- Abi Freeman moved we rename the Vice President to President-Elect. Second was made by Lathes Towns. Motion carried unanimously.
- Motion was made by Nancy Easterling the motion of renaming the President -Elect become effective at today’s meeting. Second was made by Leah Bartelt. Motion carried unanimously.
- The floor was opened for nominations for President-Elect. Jim Looby and Jennifer Barrera were nominated. Melet Price moved we cease nominations. Jim Looby was elected as President-Elect.
- In April we will hold our scheduled election.

We were reminded the next meeting will be held on April 9th.

Adjournment: Jim Looby moved to adjourn the meeting. Second was made by Nancy Easterling. The meeting was adjourned at 10:55 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: APRIL 9, 2009; LIBRARY MULTIPURPOSE ROOM, 10:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHERRI BOREN, SHELLY BROWN, NANCY EASTERLING, NORMAN FOX, SUSAN GORDON, KAREN HOOKS, SHARON ILEY, JASON JACKS, DANA MOORE, ANGIE NIMMO, CHRISTI PF AU, MELET PRICE, RICHARD REED, MAUREEN SCANTLING, AND LATHES TOWNS.

SUBSTITUTES: ELSA DELEON (SUB SCHECHT), LIZ O’QuIN (SUB TOWNS)

MEMBERS ABSENT: ABI FREEMAN, SYLVIA HAMPTON, CLIFTON JONES (KILLEEN), JIM LOOBY, COURTNEY MACIEL (KILLEEN), CHERYL RHOADES, KAREN SCHECHT (SUB) AND LATHES TOWNS (SUB).

Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on March 19, 2009 were read. The minutes were approved as stated.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 3/31/09:

Operating Expense Account 213500 balance: $7,709.42
General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $23,586.23
Scholarship Fund Account 241090 balance: $6,889.04

The Treasurer’s report was approved as stated.

OPEN FORUM:

None

COMMITTEE REPORTS:

Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)

- In Jim’s absence, Sherri reported that the committee had met. As far as the problem with students parking in Staff spaces, all the police can do is keep issuing them tickets. The suggestion was made to ask the police dept. for a different parking space if the problem persists.
- The decision was made to assign 3 members of the Staff Affairs committee to form a sub-committee to decide on how to process and amend Staff grants and their deadlines. They will be meeting soon.

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)

- Melet Price reported her committee will met and are finalizing plans for Staff Development Day (May 14). It will be a kick off for the QEP’s “Keeping It REAL”. The main speaker will be Vicki Hitzges, TV News Anchor and motivational speaker and it promises to be a fun and interactive time. Some of the workshops include Tarleton Traditions, shows at the Planetarium, and possibly on FAMIS.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)

- No report

Employee Recognition: (Sylvia Hampton, Chairman)

- February Employee of the Month was Joanna Ince, Staff Accountant in Business Services. Way to go Joanna!
- March Employee of the month was Venetta Skinner - Administrative Assistant in Nursing. Congratulations Venetta!!
Healthy Campus Task Force: (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- Sherri reported that they met and after speaking to Rob Nimmo of Recreational Sports, it was determined that they would be unable to issue a one-time grant for employees who attend the Recreation Sports Center.
- Because of the cost of handbooks, it wouldn’t be feasible to distribute exercise log books to staff. Hopefully a link can be added to the Staff Council website instead for staff use similar to what Aramark used to have on their dining services website.

Public Relations: (Jennifer Barrera, Chairman)
- Jennifer Barrera reported the newsletter should be sent out today by Ann Pawlak.
- Jennifer reminded us of the first Student Worker Appreciation Week which is April 13-17. President Dottavio will sign the proclamation for Student Worker Appreciation Week April 13th at 2:00 p.m. in his office. We would like to have Staff Council and students at the signing of the proclamation. The Administrative Assistants will receive an invitation to make sure everyone in the departments know. There will be cookies and punch served.
- She reminded us to be sure to respond to the survey sent out by Wayne Atchley of OPEIR and to encourage other staff to respond as well. This gives us the opportunity to serve on various University and Staff Council Committees.

Killeen Committee: (Clifton Jones and Courtney Maciel)
- No report – busy with transition process! Jennifer Barrera did mention that Killeen was included in having the Student Worker Appreciation week April 13-17.

Elections: (Jason Jacks, Chairman; Melet Price, Co-Chairman)
- None

President’s Report:
- Angie Nimmo reported the meeting with Jerry Graham went well. Although we were asked to give 10% back and were unable to, Mr. Graham was pleased that we were able to give $500 back. We could do this because of the “unzipping” of Killeen. Funding was also allocated a little different this time, including increasing our student worker’s wages. The budget was successfully submitted to Mr. Graham with positive feedback.
- Angie read a letter from Abi Freeman. Because of increased work responsibilities in the OPEIR office regarding SACS, Abi resigned as Staff Council secretary and will also no longer be on Staff Council.

Unfinished Business:
- We will be getting an updated list of employees from Human Resources and will wait for the general election in May to fill all of the vacancies.

Vacancies to fill:
3 for EEOC #3 (Chad Davidson, Connie Murry, Linda Kent)
1 for EEOC #4 (Sheila Hawkins)
1 for EEOC #5 (Freeman-resigning May)

2009 Term expirations:
2 for EEOC # 3 (Hampton, Jacks)
1 for EEOC #5 (Pfau)
2 for EEOC #7 (Hooks, Scantling)
New Business:
- Sherri Boren made the motion that we accept the highlighted changes to the Article IV Composition of the Council, Section 5 in the by-laws. (see attached) Second was made by Melet Price. Motion carried unanimously.
- Nancy Easterling made the motion of adding Section 6 to the by-laws. (see attached) Second was made by Susan Gordon. Motion carried unanimously.
- Melet made the motion to amend Article 1. Election of Council Membership. (see attached) Sherri seconded the motion. After discussion, it was decided to table the motion for now and send it back to the committee to be further looked at for clearer wording. (Shelly Brown made a suggestion - see attached)
- The floor was opened for nominations for President-Elect for 2009-2010. Jennifer Barrera, Shelly Brown, and Lathes Towns were nominated. Melet Price moved to cease nominations. Leah Bartelt seconded. Motion carried. Jennifer Barrera was elected as President-Elect for the 2009-2010 year.

We were reminded the next meeting will be held on May 21st because of Staff Development day being on the 14th.

Adjournment: Sherri Boren moved to adjourn the meeting. Second was made by Jason Jacks. The meeting was adjourned at 11:15 a.m.
Staff Council Constitution recommendations from the Executive Committee:

ARTICLE IV. COMPOSITION OF THE COUNCIL

Section 5. Term of Office

Currently reads:
5. If elected to the office of President of the Council, a representative’s term of office shall be extended beyond three years if needed to fulfill his/her duties as Past President.

Be amended to read:
5. If elected to the office of President-Elect of the Council, a representative’s term of office shall be extended beyond three years if needed to fulfill his/her duties as President or Past President.

Add #6:
6. If the Past President is not able to serve his/her term, the Executive Board will appoint a replacement.

By-Laws recommendations from the Executive Committee:

Currently reads:

ARTICLE I. ELECTION OF COUNCIL MEMBERSHIP

Elected members of the Council shall be full-time staff employed during the 24 month period immediately preceding the election, below the level of vice president or equivalent. Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads) to serve as representatives.

Number of representatives for each category shall be rounded to the nearest whole number.

The Election Committee will be chaired by the Past President, with members at large nominated by the Past President and approved by the Council. The Election Committee will determine how many new representatives should be elected in each category for the following year and will check the membership term lengths before Council elections to ensure sufficiently even rotations each year. The committee will prepare ballots for each category, which will consist of a list of all staff members eligible to be a representative for that category. Voters may vote for as many representatives as there are open positions in their category.

Be amended to read:
Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads) to serve as representatives.

Number of representatives for each category shall be rounded to the nearest whole number.

If the EEOC total is under 10, the number will not be rounded up. If the EEOC total is 10 or more, the number will be rounded up to allow another member to the EEOC category.

Shelli Brown suggested ....

Be amended to read:
Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads). After subtracting the number of employees with an elected representative from the total number of employees in the represented category, the remaining number of employees will be reviewed to determine the need for additional representatives. If the represented category has a remaining number of employees less than 10, the elected representatives will represent the entire category. If the represented category has a remaining number of employees equal to or greater than 10, an additional representative will be elected.
Staff Council President Angie Nimmo called the meeting to order. The roll call was taken. The minutes from the meeting on April 9, 2009 were read. Susan Gordon moved we approve the minutes. Second made by Maureen Scantling. Motion carried.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 4/30/09:
- Operating Expense Account 213500 balance: $7,446.76
- General Fund Account 233500 (this is created from monies we collect from the special events and is where the committee’s expenses are paid) balance: $22,336.23
- Scholarship Fund Account 241090 balance: $6,889.04
The Treasurer’s report was approved as stated.

OPEN FORUM: None

COMMITTEE REPORTS:
Staff Affairs: (Jim Looby, Chairman; Sherri Boren, Co-Chairman)
- None

Staff Development: (Melet Price, Chairman; Susan Gordon, Co-Chairman)
- Angie Nimmo reported everything went well, the speaker was fantastic and we had received some compliments and some complaints. Some things for us to work on for next year: Scheduling and all members of the Staff Council need to be involved during the activities for the day.
- Angie complemented on how well Susan Gordon had done this year and she received a round of applause for her efforts.

Special Events: (Shelly Conboy-Brown, Chairman; Maureen Scantling, Co-Chairman)
- No report

Employee Recognition: (Sylvia Hampton, Chairman)
- April Employee of the Month was Darlene Barton, Sr. Accounts Payable Specialist in Business Services. Way to go Darlene!
- May Employee of the Month will be presented on Tuesday, May 26th in the Environmental Services Building at 2:30 p.m. (Next to Co-ed).
**Healthy Campus Task Force:** (Sherri Boren, Chairman; Christi Pfau, Co-Chairman)
- Sherri Boren reported they are addressing healthy issues and help tips in the newsletter.

**Public Relations:** (Jennifer Barrera, Chairman)
- Jennifer Barrera reported the Student Worker Appreciation Week was a big success and she thanked everyone for participating. They are looking forward to having a bigger event next year.
- Jennifer reported the May newsletter had been sent out by Ann Pawlak. Ann has worked very hard with this project and the members of Staff Council appreciate everything she has done. Angie said this is one of the proudest accomplishments she had while serving as President.

**Killeen Committee:** (Clifton Jones and Courtney Maciel)
- No report

**Scholarship Committee:**
- Angie had sent an email to Shawndi Wilson to see if she was available August 19 or 20 to complete the Staff Council Scholarship. The deadline is August 15 for submissions. Angie reminded everyone the Past President, the President and three other members compose this committee.

**Elections:** (Jason Jacks, Chairman; Melet Price, Co-Chairman)
- Addressed under Unfinished Business.

**President’s Report:**
- Angie suggested we have an amendment added to the By-Laws for the transition of the Committee Chairman from year to year so we do not miss an event during the summer.
- Once the committee chairmen are in place, they all need to review the list before calling the same person to serve on several different committees.
- Angie believes we need to think about adding Staff Development Day and Graduation as sub-committees under Special Events.
- There was discussion if the Staff Council needs to continue to operate the concession stands at graduation. Jason Jacks moved Staff Council agree to continuing helping with the concession stands during graduation as a money making project. Second was made by Melet Price. Motion carried. There was discussion to wait till after President Dottavio’s luncheon on May 28th relating to the concessions at graduation. Susan Gordon moved we table the previous motion until after the luncheon and allow it to be an item of business for the Planning Retreat in June. Second was made by Sherri Boren. Motion carried.
- Angie reported Dr. Drueckhammer will be the new chairman for the Commencement Committee.
- It was the consensus of the council, we want to continue to hand out programs and work in the concession stands.

**Unfinished Business:**
- The elections are complete.
- A committee will meet to setup guidelines on how the procedure will be for pulling the information from Human Resources to run the survey for the EEOC ballots for next year. Jim Looby believes this should be tabled until after the committee meets, so this will be another topic added for the Planning Retreat.
New Business:

- Angie had received a letter from Christie Ray requesting the council participate in the faculty and staff fitness program. The council would need to pay $312.50 for their part. A staff member will still be required to pay the $100.00 fee to go to the Recreational Sports Center. Motion was made by Melet Price we discontinue to pay to the fitness program and divert those funds to the Healthy Campus Task Force. Second was made by Jennifer Barrera. Motion carried.
- Angie reported the staff council elections have been completed. We had a few issues, as usual. We do not have any established guide lines to explain how to do this process.
  - A committee will be formed, including Jessica Evans from Human Resources, to establish new guidelines.
  - Two things which have been recommended to do are increase membership per number of staff.
  - Change months of services before serving on Staff Council, waiting 2 years may be too long to allow someone to serve.
  - Market the election prior to the ballots being emailed.
- Due to the circumstances of the electronic balloting this year, Jason Jacks moved in order for the Staff Council to be satisfied with the decision of this ballot, all names be reviewed and will be brought to the June retreat. Second by Leah Bartel. Motion carried.
- Angie wanted everyone to know how much she appreciates them. We have accomplished a lot this year and it has been her honor and privilege to serve with us. She presented everyone with an acrylic name plate. She gave special recognition to Christi Pfau, Jason Jacks, Maureen Scantling and Karen Hooks since this was their last year on the council.
- Angie received a round of applause for her outstanding year as President and for always bringing food as a bribery tool!! Thanks Angie, Jim has a big pair of shoes to fill next year.
- Angie’s last official duty was to hand Jim Looby the gavel so he can begin his reign as President of Staff Council.

Adjournment: Susan Gordon moved to adjourn the meeting. Second was made by Jim Looby. The meeting was adjourned at 11:30 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: JULY 09, 2009; LANGDON CENTER, GRANBURY, 9:00 A.M.

MEMBERS PRESENT: JENNIFER BARRERA, LEAH BARTELT, SHELLY BROWN, SHERRI BOREN, LINDA DORMAN, NORMAN FOX, SUSAN GORDON, SHARON ILEY, LORI JEFFRIES, JIM LOOBY, DANA MOORE, ANGIE NIMMO, ANN PAWLAK, MELET PRICE, RICHARD REED, JOHNNY ROBINSON, TOM ROBINSON, STAN SWAM AND KAREN SCHECHT.

SUBSTITUTES: NONE.

MEMBERS ABSENT: NANCY EASTERLING, BRENDA FAULKNER, CARMEN FRON, SHEILA HAWKINS, CHERYL RHoades, LATHES TOWNS, ELIZABETH WALLACE.

Staff Council President Jim Looby called the meeting to order. The roll call was taken. New members were introduced. Previous minutes from the May meeting were not read.

TREASURER’S REPORT: No report was made.

OPEN FORUM:

Tarleton State University President Dr. F. Dominic Dottavio spoke with the group regarding the theme of “You Matter” and how it relates to the Quality Enhancement Program theme of “Keeping It R.E.A.L.” (Real-World Experiences Applied to Learning). Discussion followed by members on methods to promote the theme around campus.

A presentation was made to outgoing President Angie Nimmo by Jim Looby on behalf of the council, thanking her for her efforts as president during the past year.

COMMITTEE ELECTIONS:

Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)

- No report

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)

- No report

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)

- Formerly known as “Special Events.”

Employee Recognition: (Sheila Hawkins, Chair)

- This committee will continue with the Employee of the Month through the month of August. It will then plan and conduct the Staff Employee of the Year banquet.
- Following the banquet, a new employee recognition plan will take effect.

Healthy Campus Task Force: (Melet Price, Chair; Lathes Towns, Co-Chair)

- Sherri Boren reported they are addressing healthy issues and help tips in the newsletter.

Public Relations: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)

- No report

Scholarship Committee: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
• No Report

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
• Formerly titled as “Elections.”

President’s Report:
Jim advised the council that, due to personal and work requirements, he was stepping down as President. Jennifer Barrera then assumed the role of President. Council voted to keep Jim in the President-Elect position for the coming year.

Unfinished Business:
• A committee will meet to setup guidelines on how the procedure will be for pulling the information from Human Resources to run the survey for the EEOC ballots for next year. Jim Looby believes this should be tabled until after the committee meets, so this will be another topic added for the Planning Retreat.

New Business:
• Discussion regarding visiting individual staff members by council members was brought by Ann Pawlak. Ann will begin working on a distribution plan for mugs or other giveaways. Ann added that additional questions could be asked of staff members during the interaction. The topic was referred to the Public Relations Committee.

Adjournment: Meeting was adjourned at 3 p.m. for return trip to Stephenville campus.