STAFF COUNCIL MINUTES

DATE AND LOCATION: AUGUST 13, 2009, DICK SMITH LIBRARY ROOM 127, 10:00AM

MEMBERS PRESENT: LEAH BARTELT, SHELLY BROWN, NANCY EASTERLING, BRENDA FAULKNER, CARMEN FRON, SUSAN GORDON, SHARON ILEY, LORI JEFFERIES, JIM LOOBY, DANA MOORE, ANGIE NIMMO, ANN PAWLAK, MELET PRICE, TOM ROBINSON, STAN SWAM, KAREN SCHECHT AND LATHES TOWNS.

SUBSTITUTES: NONE.

MEMBERS ABSENT: SHERI BOREN, LINDA DORMAN, NORMAN FOX, SHEILA HAWKINS, RICHARD REED, CHERYL ROHADES, JOHNNY ROBINSON AND ELIZABETH WALLACE.

VISITORS PRESENT: COBY KESTNER AND JEANETTE LINGLE

Staff Council President Jim Looby called the meeting to order. The roll call was taken. Previous minutes from the May 21, 2009 and July 9, 2009 meetings were read and approved as read.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 7/31/2009:
Operating Expense Account 213500 balance: $6,581.78
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: $11,572.65
Scholarship Fund Account 241090 balance: $6,889.04
The Treasurer’s report was approved as stated.

OPEN FORUM: None

COMMITTEE ELECTIONS:
Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
- No report – they have not met but are gathering data for the next meeting

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)
- Stan Swam reported that the Task Force for Employee Recognition is in process of developing a proposal for the Executive Committee, hopefully before school starts.
- The Staff Development Grant deadline is August 29, 2009. The committee is revising the guidelines.
- They have formed a Needs Assessment working group – they are tasked with asking staff what their specific training needs are.
- The Staff Development Day working group has been formed.

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
- Susan Gordon presented the Hospitality and Fundraising Committee report. The committee met and discussed several items:
  o Passing out programs at Graduation
  o The Halloween Carnival – Staff Council will continue the Photo Booth. They are working out the details for decorations, cost of tickets, booth placement and reservation of the booth with Student Activities
The Holiday Showcase will continue. Proposed date is Dec. 4, 2009. There will be a vendor charge of $40.00 per table. There will be a subcommittee to address details.

Discussion of a Bake Sale during finals.

Began discussion of a Spring Fundraiser

Employee Recognition: (Sheila Hawkins, Chair)
- Leah Bartelt presented the Employee Recognition Report for Sheila Hawkins. The committee met to plan the plan for the Employee of the Year banquet in September. They are asking for Volunteers to help with the banquet. The banquet will be held September 17, 2009 at 5:30 pm in the ballrooms. The theme is a “Celebration of Tarleton’s Bounty”.

Healthy Campus Task Force: (Melet Price, Chair; Lathes Towns, Co-Chair)
- No report.

Public Relations: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
- They have met twice. Coffee mugs have been designed for staff members with the “You Matter” logo and the 4E’s and will have a survey inside. Coffee mugs will be hand delivered by staff council members. Ann presented each staff council member with a list of individuals to deliver mugs to. Ann thanked Sam Davis and Susie Fagan with their help to make these mugs happen so quickly.
- Extra mugs will be given at New Employee Orientations.
- The committee is working with Alyson Chapman to merge the Staff Council newsletter with the Texan Express.

Scholarship Committee: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
- No report.

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
- No report.

President’s Report:
- Jim will be discussing procedures for spending staff council funds with committee chairs. Jim will also send budgets out to committee chairs.
- The Staff Council web site will be added to the Tarleton Content Management System. This will make it easier to update the web site.

Unfinished Business:
- Due to the resignation of Jennifer Barrera, Jim Looby will resume the role of President.
- The Council revisited a topic from the April 9 meeting article 1. Election of Council Membership. A motion was made by Leah Bartelt to accept the change in the Article as amended. It was seconded by Nancy Easterling and the motion passed.

New Business:
- Due to the vacancy left by Jim in the President-Elect position we will need to elect a new President-Elect. Jim opened the floor for nominations. Nancy Easterling nominated Leah Bartelt. Leah respectfully declined the nomination. Leah Bartelt nominated Nancy Easterling and Nancy respectfully declined the nomination. Angie Nimmo nominated Stan Swam. Tom Robinson asked that nominations cease and with a unanimous vote Stan was elected as the President-Elect of Staff Council.
• The EEOC -3 category needs a replacement and a new member. We will use the current vote that is still valid to fill these positions. We will hold a new vote for EEOCs 1 & 6 to fill the required representation for each of these categories.

Announcement: We need volunteers from Staff Council to assist with the handing out programs at Graduation.

Adjournment: Motion was made by Lathes Towns and seconded by Susan Gordon and the meeting was adjourned at 11:10a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: AUGUST 13, 2009, DICK SMITH LIBRARY ROOM 127, 10:00AM

MEMBERS PRESENT: LEAH BARTELT, SHELLY BROWN, NANCY EASTERLING, BRENDA FAULKNER, CARMEN FRON, SUSAN GORDON, SHARON ILEY, LORI JEFFERIES, JIM LOOBY, DANA MOORE, ANGIE NIMMO, ANN PAWLAK, MELET PRICE, TOM ROBINSON, STAN SWAM, KAREN SCHECHT AND LATES TOWNS.

SUBSTITUTES: NONE.

MEMBERS ABSENT: SHERI BOREN, LINDA DORMAN, NORMAN FOX, SHEILA HAWKINS, RICHARD REED, CHERYL ROHADES, JOHNNY ROBINSON AND ELIZABETH WALLACE.

VISITORS PRESENT: COBY KESTNER AND JEANETTE LINGLE

Staff Council President Jim Looby called the meeting to order. The roll call was taken. Previous minutes from the May 21, 2009 and July 9, 2009 meetings were read and approved as read.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 7/31/2009:
- Operating Expense Account 213500 balance: $6,581.78
- 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: $11,572.65
- Scholarship Fund Account 241090 balance: $6,889.04

The Treasurer’s report was approved as stated.

OPEN FORUM:

None

COMMITTEE ELECTIONS:

Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
- No report – they have not met but are gathering data for the next meeting

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)
- Stan Swam reported that the Task Force for Employee Recognition is in process of developing a proposal for the Executive Committee, hopefully before school starts.
- The Staff Development Grant deadline is August 29, 2009. The committee is revising the guidelines.
- They have formed a Needs Assessment working group – they are tasked with asking staff what their specific training needs are.
- The Staff Development Day working group has been formed.

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
- Susan Gordon presented the Hospitality and Fundraising Committee report. The committee met and discussed several items:
  - Passing out programs at Graduation
  - The Halloween Carnival – Staff Council will continue the Photo Booth. They are working out the details for decorations, cost of tickets, booth placement and reservation of the booth with Student Activities
o The Holiday Showcase will continue. Proposed date is Dec. 4, 2009. There will be a vendor charge of $40.00 per table. There will be a subcommittee to address details.
o Discussion of a Bake Sale during finals.
o Began discussion of a Spring Fundraiser

**Employee Recognition**: (Sheila Hawkins, Chair)
- Leah Bartelt presented the Employee Recognition Report for Sheila Hawkins. The committee met to plan the plan for the Employee of the Year banquet in September. They are asking for Volunteers to help with the banquet. The banquet will be held September 17, 2009 at 5:30 pm in the ballrooms. The theme is a “Celebration of Tarleton’s Bounty”.

**Healthy Campus Task Force**: (Melet Price, Chair; Lathes Towns, Co-Chair)
- No report.

**Public Relations**: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
- They have met twice. Coffee mugs have been designed for staff members with the “You Matter” logo and the 4E’s and will have a survey inside. Coffee mugs will be hand delivered by staff council members. Ann presented each staff council member with a list of individuals to deliver mugs to. Ann thanked Sam Davis and Susie Fagan with their help to make these mugs happen so quickly.
- Extra mugs will be given at New Employee Orientations.
- The committee is working with Alyson Chapman to merge the Staff Council newsletter with the Texan Express.

**Scholarship Committee**: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
- No report.

**By-laws and Voting**: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
- No report.

**President’s Report**:
- Jim will be discussing procedures for spending staff council funds with committee chairs. Jim will also send budgets out to committee chairs.
- The Staff Council web site will be added to the Tarleton Content Management System. This will make it easier to update the web site.

**Unfinished Business**:
- Due to the resignation of Jennifer Barrera, Jim Looby will resume the role of President.
- The Council revisited a topic from the April 9 meeting **ARTICLE 1. ELECTION OF COUNCIL MEMBERSHIP**. A motion was made by Leah Bartelt to accept the change in the Article as amended. It was seconded by Nancy Easterling and the motion passed.

**New Business**:
- Due to the vacancy left by Jim in the President-Elect position we will need to elect a new President-Elect. Jim opened the floor for nominations. Nancy Easterling nominated Leah Bartelt. Leah respectfully declined the nomination. Leah Bartelt nominated Nancy Easterling and Nancy respectfully declined the nomination. Angie Nimmo nominated Stan Swam. Tom Robinson asked that nominations cease and with a unanimous vote Stan was elected as the President-Elect of Staff Council.
The EEOC -3 category needs a replacement and a new member. We will use the current vote that is still valid to fill these positions. We will hold a new vote for EEOCs 1 & 6 to fill the required representation for each of these categories.

**Announcement:** We need volunteers from Staff Council to assist with the handing out programs at Graduation.

**Adjournment:** Motion was made by Lathes Towns and seconded by Susan Gordon and the meeting was adjourned at 11:10a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: September 10, 2009, Dick Smith Library Room 127, 10:00AM


SUBSTITUTES: Chris Stalker sub for Tom Robinson

MEMBERS ABSENT: Linda Dorman and Elizabeth Wallace.

VISITORS PRESENT: Marilyn Meader and Jeanette Lingle

Staff Council President Jim Looby called the meeting to order. The roll call was taken. Previous minutes from the August 13, 2009 meetings were read and approved as read.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 8/31/09:
  - Operating Expense Account 213500 balance: $1,290.80
  - 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: $6,322.65
  - Scholarship Fund Account 241090 balance: $7,489.04
The Treasurer’s report was approved as stated.

OPEN FORUM: None

COMMITTEE ELECTIONS:
Employee Recognition: (Sheila Hawkins, Chair)
  - Sheila Hawkins reported that the Employee of the Year Banquet is scheduled for September 17 at 5:30. Tickets are $5 each at the cashier’s window and will be on sale until 4:00 pm on Tuesday, September 15. The celebration is for all staff. Dr. Dottavio will be presenting the Employee of the Year. They need assistance on Thursday, September 17 in the morning with decorations if anyone would like to help.

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)
  - Stan Swam reported that Staff Development Day will be May 20, 2010. Changes have been made to Staff Development Day. There will be a staff appreciation lunch and a keynote speaker. There will be no real development opportunities that day. Development opportunities will be available throughout the year.
  - Staff Development Grant process has been updated. Please encourage others to apply.

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
  - Susan Gordon reported that the Hospitality and Fundraising committee would be meeting the next day. The Halloween Carnival has not been planned therefore; the Holiday Showcase will be the fall fundraiser.

Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
  - No report – they have not met but are gathering data for the next meeting
Healthy Campus Task Force: (Melet Price, Chair; Lathes Towns, Co-Chair)
- No report.

Public Relations: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
- Ann Pawlak presented the results from the mug surveys. We had a very good rate of return on the surveys. She reported 214 surveys had been returned. She thanked everyone for delivering mugs! Special thanks to Stan and Tom for delivering extra mugs!

Scholarship Committee: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
- Angie Nimmo announced Staff Council awarded 14 scholarship totaling $7,400. A question was asked about the procedures for new applicants receiving awards and there was concern not enough new applicants were receiving money. Lathes Towns clarified there were more new applicants but not everyone met the GPA requirement for scholarships.

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
- Angie Nimmo stated that the vacancies in the EEOC 3 category have been filled by Daphne Hunt from Web Services and Angie Ballard from the College of Education Tarleton School Leadership Alliance. Welcome Daphne and Angie to Staff Council! We still have vacancies in the EEOC 6 and 7 categories. A new election will be held for these positions.

President’s Report:
- Courtney Lampkin is our student worker. If you have things that she can help with please call.
- Jim will meet with committee chairs regarding budgets.
- The Staff Council web site is next in line for updates!
- Employee Recognition Task Force is working out the final details regarding the employee recognition program. As soon as the changes are approved it will sent out to the campus.

Adjournment: Motion was made by Lathes Towns and seconded by Leah Bartelt and the meeting was adjourned at 10:52a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: OCTOBER 8, 2009, DICK SMITH LIBRARY ROOM 127, 10:00AM

MEMBERS PRESENT: ANGELA BALLARD, LEAH BARTELT, SHELLY BROWN, NORMAN FOX, SUSAN GORDON, SHEILA HAWKINS, DAPHNE HUNT, SHARON ILEY, LORI JEFFERIES, JIM LOOBY, ANN PAWLAK, RICHARD REED, CHERYL RHoadES, JOHNNY ROBINSON, TOM ROBINSON, STAN SWAM, AND LATHES TOWNS.

SUBSTITUTES: CHERYL SMITH FOR SHERI BOREN, DIANE RODRIGUEZ FOR BRENDA FAULKNER,

MEMBERS ABSENT: LINDA DORMAN, NANCY EASTERLING, DANA MOORE, ANGIE NIMMO, MELET PRICE, KAREN SCHECHT, ELIZABETH WALLACE.

VISITORS PRESENT: COBY KESTNER, MARILYN MEADOR, WHITNEY ADAMS, AND JEANETTE LINGLE

Staff Council President Jim Looby called the meeting to order. The roll call was taken. Previous minutes from the September 10, 2009 meeting were read and approved as read.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 9/30/2009:

- Operating Expense Account 213500 balance: $7,212.80.
- 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: $22,022.65
- Scholarship Fund Account 241090 balance: $7,489.04

The Treasurer’s report was approved as stated.

OPEN FORUM:

- We want to start new forum each week on points of issue and have someone to speak on that given subject and answer questions. Next month we will try to have Police Chief Justin Williams to discuss parking.

COMMITTEE ELECTIONS:

Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
- Looking to turn the Coffee with Council into a brown bag for everyone to come together and discuss topics of interest from the staff surveys previously collected.
- Courtney, student worker for Staff Council, has been doing some research on the “Hidden Benefits” of working at Tarleton. Hope to be able to put together a list of hidden benefits for staff.
- Salary Analysis – researching where Tarleton staff salaries stack up against other universities. They’ve run into some issues finding an accurate comparison. They are hoping to have a report for spring.

Employee Recognition: (Sheila Hawkins, Chair)
- Jim congratulated the committee on the great Employee of the Year Banquet. Everything was well received. Great job to Sheila and her committee.

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)
- Stan Swam reported that they would be holding the first training this week for Computer Skill Training.
- Shelly Brown presented the committee’s findings on the Training Needed Surveys. The committee will continue to put together a plan of action to meet the needs of staff. Examples of training suggestions: Excel, Word, Famis, Outlook, Leadership Skills, Time Management, Budgeting, Canopy and Photoshop.
Staff Development Day:
- Staff Development Day is set for May 20, 2010. Any ideas for Key Note Speakers are welcome. We will be having a Tarleton Info Fair where departments, divisions, and colleges set up tables and share information with other staff members right before lunch.

Public Relations: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
- Ann has put together a sample plan for the Staff Council Bulletin. The Bulletin would include employee comings and goings, as well as committee reports, upcoming events and keep people up on what is going on. Going to start it coming out once a month.

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
- Susan Gordon presented the Hospitality and Fundraising Committee report. The committee met and discussed several items:
  - The Halloween Carnival – we will not be participating. There is not one currently planned.
  - The Holiday Showcase will continue. Proposed date is Dec. 4, 2009. There will be a vendor charge of $40.00 per table. Vendors are already signing up. Committee is working to get information out as many ways as possible.

Scholarship Committee: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
- No report.

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
- No report.

President’s Report: (Jim Looby)
- Pending meeting with Mr. Graham
- Jim needs information from committees for the web site update

Unfinished Business:
None

New Business:
- Discussion was held to make the “Healthy Campus Task Force” a standing committee on Staff Council. Stan Swam made the motion that the Healthy Campus Task Force become a Staff Council Committee. Lathes Towns seconded the motion. Jim called for a vote with no opposition the motion passed.
- Wellness Expo is coming up. Discussion was held on what Staff Council could pass out at the Expo. Ideas brought up were hand sanitizers and Kleenex packages. Jim, Ann and Lathes were going to meet after the Staff Council meeting to discuss the options.

Announcement: Shanna Moody introduced herself as the new employee at the Rec Sports Center and looking forward to working with Staff Council and is welcome to any new ideas we might have.

Adjournment: Motion was made by Lori Jefferies and seconded by Leah Bartelt and the meeting was adjourned at 10:46a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: NOVEMBER 12, 2009, DICK SMITH LIBRARY ROOM 127, 10:00AM

MEMBERS PRESENT: ANGELA BALLARD, LEAH BARTELT, SHELLY BROWN, NANCY EASTERLING, BRENDA FAULKNER, NORMAN FOX, SUSAN GORDON, SHELIA HAWKINS, DAPHNE HUNT, SHARON ILEY, LORI JEFFERIES, JIM LOOBY, DANA MOORE, ANN PAWLAK, MELET PRICE, RICHARD REED, CHERYL RHoades, TOM ROBINSON, STAN SWAM, AND LATHES TOWNS

SUBSTITUTES: DARREN TRUSSELL FOR ANGIE NIMMO

MEMBERS ABSENT: LINDA DORMAN, JOHNNY ROBINSON,, KAREN SCHECHT AND ELIZABETH WALLACE

VISITORS PRESENT: COBY KESTNER MARILYN MEADOR, STEPHEN WILSON, AND JEANETTE LINGLE

Staff Council President Jim Looby called the meeting to order. The roll call was taken. Previous minutes from the October 8, 2009 meeting were read and approved as read.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 10/31/2009:
- Operating Expense Account 213500 balance: $6,868.48
- 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: $22,153.58
- Scholarship Fund Account 241090 balance: $7,489.04

The Treasurer’s report was approved as stated.

OPEN FORUM:
- There was none.

COMMITTEE ELECTIONS:
Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
- Salary Analysis – researching where Tarleton staff salaries stack up against other universities.

Public Relations: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
- Coby Kestner and Stephen Wilson are looking into hidden benefits of working at Tarleton with local businesses. They are looking to get local businesses to agree to a year long “special” for Tarleton employees. These would be discounts and specials at local stores and restaurants when showing your Tarleton ID. Businesses would not be asked to pay to participate. Businesses would be given a special sticker to display in their business to show they are a participant. The committee will follow up on all participants with a letter and send a sticker. Media Relations will hopefully do a press release thanking businesses that are participants. The question was asked if students will be included in the discounts. The commitment made by the business will not be extended to students but will focus on the faculty and staff. Thanks to Stephen and Coby for taking on this project!

Healthy Campus: (Melet Price, Chair)
- Have not met. Wellness Expo was great. Thanks to Lathes Towns for putting together gift baskets for door prizes. The baskets were a big hit!

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)
- Stan Swam reported that they would be holding the first training this week for Computer Skill Training. Thanks to Information Resources for their assistance.
• Looking into other topics for further training possibilities.
• Staff Council Grants – 16 grants approved this year

Staff Development Day:
• Staff Development Day is set for May 20, 2010. Any ideas for Key Note Speakers are welcome.

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
• Susan Gordon presented the Hospitality and Fundraising Committee report. The committee met and discussed several items:
  ▪ The Holiday Showcase is Friday, Dec. 4, 2009. There will be a vendor charge of $40.00 per table. 62 tables have been sold 10 people are on the waiting list. The committee will be putting up flyers in local businesses. Set up will begin at 7:00 am on Friday morning if you can help it would be appreciated. To help make up the money we did not make on the Halloween Carnival we will have a gift basket to raffle off at the Holiday Showcase.

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

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
• No report.

President’s Report: (Jim Looby)
• Employee Recognition (Stan Swam) the proposal went to the President and Leadership Council. The tentative plan is to have 3 awards – and there would be 3 top candidates for each award. Each award would come with a $1500 prize. Dr. Dottavio would like to make this a standing University Committee rather than a committee through Staff Council.
• Presidential Forum – held November 11, 2009 – Dr. Dottavio felt it was a success. We are hoping to get some good useable data from the questionnaires that were handed out at the session. Dr. Dottavio would like to increase the dialogue between staff and administration. We are looking at different ways that staff can submit questions with out feeling intimidated by supervisors or Vice Presidents.
• Meeting requirements for members – reminder that members who miss 3 meetings with out sending a substitute will be removed from Staff Council. If you can not make a meeting please send a sub in your place so that each EEOC category is adequately represented.

Unfinished Business:
• T-shirts – no progress made

New Business:
• Introduction of Daphne Hunt as a new member representing EEOC 3
• Still working to fill other positions.

Adjournment: Motion was made by Tom Robinson and seconded by Lathes Towns and the meeting was adjourned at 11:00 a.m.
STAFF COUNCIL MINUTES

DATE AND LOCATION: December 10, 2009, Dick Smith Library Room 127, 10:00AM

MEMBERS PRESENT: Angela Ballard, Leah Bartelt, Nancy Easterling, Brenda Faulkner, Norman Fox, Susan Gordon, Daphne Hunt, Sharon Iley, Lori Jefferies, Dana Moore, Angie Nimmo, Ann Pawlak, Melet Price, Richard Reed, Johnny Robinson, Tom Robinson, and Lathes Towns

SUBSTITUTES: Carol Barrett for Stan Swam

MEMBERS ABSENT: Shelly Brown, Linda Dorman, Sheila Hawkins, Jim Looby, Cheryl Rhoades and Elizabeth Wallace

VISITORS PRESENT: Coby Kestner, Stephen Wilson, and Jeanette Lingle

Staff Council Past President Angie Nimmo called the meeting to order. The roll call was taken.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 11/30/2009:

- Operating Expense Account 213500 balance: $6,519.03
- 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: $22,174.05
- Scholarship Fund Account 241090 balance: $7,489.04

The Treasurer’s report was approved as stated.

Previous minutes from the November 12, 2009 meeting were read. A motion to approve the minutes was made by Ann Pawlak and seconded by Leah Bartelt. Minutes were approved.

COMMITTEE ELECTIONS:

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

- Coby Kestner and Stephen Wilson - hidden benefits of working at Tarleton with local businesses – good response from the email Stephen sent out to staff members. They have about 20 good leads for discounts that exist. They will be continuing to check into these leads. Ideas were given on how to make a “useful list: (ex: small laminated list to fit in wallet, list for glove compartment of car). All ideas are welcome!
- Tom Robinson reported on the Presidential Forum Surveys – 63 surveys were distributed 14 were returned. Some comments were quite negative. The President is aware of the survey results.
- Ann Pawlak stated she serves on the Presidential Encounter Group – they gave the results of the surveys to Dr. Dottavio. Discussion was held with the President regarding why the forum was not successful. Dr. Dottavio was surprised to learn direct reports (Vice Presidents) are not trusted so much by staff. People were not comfortable discussing certain issues while their Vice President was in the room Dr. Dottavio was surprised by the “trust gap”. Where do we go from here?
  - Solicit questions in advance – Dr. Dottavio can have questions in advance to prepare answers – Questions will also be taken from the floor
  - VPs will not be at the forum
- The PR committee presented the idea of sending a “Happy Holiday” card from Staff Council with the “You Matter” logo. Cost discussion led everyone to believe the costs would be minimal. Ann hoped to have it done by next Thursday.

Hospitality and Fundraising: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
Susan Gordon presented the Hospitality and Fundraising Committee report.

- The Holiday Showcase was a success. We had 53 Vendor with 60 tables sold
  
  Income (tables and raffle basket) $2,564.00  
  Expenses $625.80

  Total Profit $1,938.20

An email was sent to staff to ask for volunteers for winter graduation to hand out programs. Susan has had a couple of volunteers but could use more. Needs to know ASAP.

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
- No report.

Scholarship Committee: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
- No report.

Healthy Campus: (Melet Price, Chair)
- Will be helping with the Red Cross Blood Drive.

Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
- No report

Staff Development: (Stan Swam, Chair; Shelly Brown, Co-Chair)
- No report

Staff Development Day:
- No report

Other Business: Discussion was opened on excessive absences of Staff Council members. The purpose of attending is to have adequate representation for all staff members. The true issue is there are a few members who have not attended one meeting this year (since September). These members have been contacted and have not responded. According to the by-laws members shall be dismissed if they miss three meetings in a year.

Suggestions made
- an email needs to be sent to members after 2 absences
- chance of an appeal for absences
- send an email with the “rules” at the first of the year
- elect alternates in each EEO category that can serve as “subs” throughout the year

A motion was made by Brenda Faulkner to follow the by-laws as stated and dismiss the two members who have been absent and notified of the absence issue. The motion was seconded by Sherri Boren. Leah Bartlet made a motion to table this issue until the President and Vice President to be present to address the situation. Leah’s motion was seconded by Johnny Robinson. We determined there was a quorum present. A for Angie Nimmo called for a vote on the motion to table the issue. The vote was 8 to table and 10 to not table. Motion to table failed. Angie then called on for a vote on the motion to follow the by-laws and dismiss the absentee members. The vote was 18 for and 1 abstention. The motion passed.

The idea of a Staff Council working retreat was mentioned. Executive committee will be looking into it.

Motion for adjournment was made by Melet Price and seconded by Sherri Boren and the meeting was adjourned at 11:09 am.
STAFF COUNCIL MINUTES

DATE AND LOCATION:  JANUARY 14, 2010, DICK SMITH LIBRARY ROOM 127, 10:00AM

MEMBERS PRESENT:  ANGELA BALLARD, LEAH BARTELT, SHERRI BOREN, SHELLY BROWN, NANCY EASTERLING, NORMAN FOX, SUSAN GORDON, SHEILA HAWKINS, LORI JEFFERIES, JIM LOOBY, DANA MOORE, ANGIE NIMMO, ANN PAWLAK, MELET PRICE, RICHARD REED, CHERYL RHODES, JOHNNY ROBINSON, TOM ROBINSON, KAREN SCHECHT, STAN SWAM, AND LATHES TOWNS

SUBSTITUTES:  KAROLE SCHROEDER FOR DAPHNE HUNT

MEMBERS ABSENT:  BRENDA FAULKNER, SHARON ILEY

VISITORS PRESENT:  COBY KESTNER, STEPHEN WILSON, WHITNEY ADAMS, AND JOE GAITHER

Staff Council President Jim Looby called the meeting to order. The roll call was taken.

Previous minutes from the December 10, 2009 meeting were read. One correction was made. A motion to approve the minutes with correction was made by Nancy Easterling and seconded by Leah Bartelt. Minutes were approved

TREASURER'S REPORT:  Leah Bartelt reported the following balances as of 12/31/2009:
- Operating Expense Account 213500 balance: $5,464.27
- 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: $21,924.33
- Scholarship Fund Account 241090 balance: $7,489.04

The Treasurer’s report was approved as stated.

COMMITTEE ELECTIONS:

Staff Development:  (Stan Swam, Chair; Shelly Brown, Co-Chair)
- Staff Development Day is May 20. The committee has met and the plans are well under way. They met with Tammy at Sodexo and they have agreed to give us a price break on the meal. Dr. Stuart Chilton will be the speaker for the event.
- The Staff Development Committee will be getting with the Public Relations Committee to promote Staff Development Grants.
- They are planning to offer another “7 Highly Effective Habits”

Public Relations:  (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
- Coby Kestner and Stephen Wilson - hidden benefits of working at Tarleton with local businesses – They had about 20 good leads for discounts that exist only one of those turned out to be a false lead. So they already have a good list to start with. They plan to get with the Chamber to generate involvement with Chamber Members. The stickers for the business have been ordered. They are still working on the plan for getting this out staff.

Hospitality and Fundraising:  (Susan Gordon, Chair; Sharon Iley, Co-Chair)
- Jim commended the committee again on an excellent job with the Holiday Showcase. It was a great success and all the hard work the committee put into was a job well done.
- No report – Still talking about Mayfest as a fundraiser and looking for assistance with graduation programs.
• Question was raised about the concession stand at graduation and Staff Council assisting with it for a fundraiser. Melet Price believed we had discussed it in a previous meeting. In looking back into the minutes for the meeting of May 21, 2009 that

“there was discussion if the Staff Council needs to continue to operate the concession stand at graduation. Jason Jacks moved Staff Council agree to continue helping with the concession stands during graduations 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.”

This topic will be added to New Business at the next meeting.

By-laws and Voting: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
• No report.

Scholarship Committee: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
• Meeting today for Spring Awards. $7,000 is in the budget to be awarded.

Healthy Campus: (Melet Price, Chair)
• Will be helping with the Red Cross Blood Drive.

Staff Affairs: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
• Jim is stepping down as the Chair of the Staff Affairs committee. Jim opened the floor for volunteers or nominations for Staff Committee Chair. Jim read the committee description. There were no volunteers or nominations. The matter will be tabled for review.

Other Business:
• Shirts – What type would we like to order: Athletic/Under Armor style or a pique polo style? There was discussion that not everyone can wear these styles and a button down style was also mentioned. Some also mentioned they would not wear the shirt because they just do not wear these types of shirts. Jim will check into prices for all styles and email members on their preferences.
• Spring give-a-ways – something to promote as we did with the mugs in the fall semester. Ann suggested tying it into Staff Development Day. Stan stated there is a give away planned for the Staff Development Day. Ann’s committee will do some research on some ideas.

Announcements:
• Shanna Moody – Wellness and Fitness Coordinator for the Rec Sports Center came to speak on JT Wellness. JT Wellness started as a walking program and will not evolve into an overall wellness program. It will include, week one a focus on eating, week two a focus on moving, and week three a focus on learning. There will be a weekly weigh in and those participating will have their name in a drawing for prizes.

Shanna also mentioned Rec Fest will be January 25. She asked Staff Council for a donation for a prize. Discussion was held that prize donations cannot be valued over $250. Ann Pawlak made the motion for Staff Council to donate two $100 semester memberships for staff members to be given through a drawing. Only staff will be able to win these membership prizes. Stan Swam seconded the motion. Motion passed. Staff Council would like to host a booth at Rec Fest and have the drawing at their table. Staff Council members are eligible for the drawing. Staff Council members will not conduct the actual drawing for fairness issues. Public Relations committee will send out and email to promote the drawing.

Employee Recognition Task Force: Stan Swam
Copies were handed out of the signed and finalized Employee Recognition Program. There will be three awards: the Horizon Award, the Impact Award and the Quality Service Award. Each award will come with a $1,500 price. In addition, each of the top three candidates for each award will be given a “Free” Day Off. The Task Force will continue to work on the development of a campus wide immediate recognition program and a teamwork award. The Task Force has met with the PR committee about promotion. Timing is key to get the word out and get nominations in a timely manner. They will use email, posters and the website. There will be a standing university committee for the award process. It will not be a Staff Council committee for these awards.

Great job to this Task Force for their continued efforts on this project.

Motion for adjournment was made by Lathes Towns and seconded by Dana Moore and the meeting was adjourned at 10:58.
STAFF COUNCIL MINUTES

DATE AND LOCATION: March 11, 2010, Dick Smith Library Room 127, 10:00am
SUBSTITUTES: NONE
MEMBERS ABSENT: Norman Fox, Sheila Hawkins, Richard Reed, Lathes Towns
VISITORS PRESENT: Jeanette Lingle, Stephen Wilson, Marilyn Meador

Staff Council President, Jim Looby, called the meeting to order. Roll was taken. No previous minutes were available for approving.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 2/28/2010:
   Account 213500 - $4734.97 – reflects a mandatory budget reduction of $205.00
   Account 233500 - $22022.65 – reflects a mandatory budget reduction of $785.00
   Account 241090 - $589.04
• Executive Committee has met and approved all funds from 2009 in Account 213500 and 233500 be moved to the scholarship fund account 241090.
Nancy Easterling moved that we approve the Treasurer’s report as stated, Shelly Brown seconded.

STAFF AFFAIRS: (Jim Looby, Chair; Johnny Robinson, Co-Chair)
• Discussed the Presidential Forum that was held on March 2, 2010. Jim thanked all the council members that attended the event. More discussion was had with President Dottavio regarding employee scholarships. Method for determining the amount awarded is based on old laws in regards to enrollment and how to count faculty/staff in those enrollment numbers. Dottavio has contacted Sid Miller about what steps should be taken to get the legislature changed on this issue.
• Shelly Brown interjected that she knows of someone who has done some research into this issue who may have some useful information.
• Jim said we will consider whether to have another Presidential forum this year.
• Jim also requested that council members keep their ears open to any questions they hear posed by their colleagues which might make good topics to discuss in the forums.

STAFF DEVELOPMENT: (Stan Swam, Chair; Shelly Brown, Co-Chair)
• No updates related to Staff Development Grants – 2 awarded recently but 1 was declined.
• Cheryl Rhoades (Staff Development Day Committee) reported that the next meeting to discuss SD Day would be March 29, 2010.
• Ann Pawlak urged the committee to come up with some solid information regarding SD Day soon in order to share with the Staff community.

PUBLIC RELATIONS: (Ann Pawlak, Chair; Tom Robinson, Co-Chair)
• Stephen Wilson was in attendance and shared a little more information about hidden benefits. He distributed a list of all known vendor participants (currently 20) and the specifics of the benefits they offer. He is working with Cindy Hess to increase the list of vendors and to make the list into a more convenient size that can be kept handy to employees (i.e. wallet size).
• The cost associated with the hidden benefits cards and window stickers for participating vendors were discussed. It was agreed upon by Jim Looby that funding would come from Staff Affairs.
• Ann discussed Student Worker Appreciation Day – April 12-16, 2010. Kick-off will be Monday, April 12th in the TSC lobby at 3pm.
• Brenda Faulkner volunteered to order refreshments through Sodexo for the kick-off event.
• Ann provided statistics for the recent Presidential Forum versus the first forum held in the fall. Attendance was up 85 to last year’s 63.
• Ann mentioned the uncertainty of the future of the Staff Bulletin. Jim Looby responded that he’d spoken with Liz Benedict and the Staff Bulletin should continue to be circulated as it is current news directly relating to the Staff.

EMPLOYEE RECOGNITION PROGRAM: (New program has no chair; currently driven by Stan Swam)

• Ann Pawlak (PR Comm. Chair) reported that her committee would be sending out an email to remind employees to nominate Staff members for the new Employee Recognition Program. Nominations are to conclude the end of March. There was discussion to extend the deadline as only 7 nominations have been turned into Stan Swam.
• Jim Looby reiterated that Dr. Dottavio plans to push the nomination process among his Vice Presidents – to get the word out and support this program.
• Shelly Brown encouraged the emphasis on keeping the information positive to “promote excellence”; Angie Nimmo agreed.
• Stan Swam informed us that a student asked if there was any program in which they could nominate staff for awards just as they do for faculty. This prompted the realization that we need to find ways to encourage both students and faculty to nominate staff members who are deserving of recognition.

HOSPITALITY & FUNDRAISING: (Susan Gordon, Chair; Sharon Iley, Co-Chair)
No Report

HEALTHY CAMPUS: (Melet Price, Chair; Lathes Towns, Co-Chair)
No Report

BY-LAWS & VOTING: (Angie Nimmo, Chair; Dana Moore, Co-Chair)
• Angie is working with Sandra Caudle on actual Staff numbers to update minimum requirements for representation.
• Angie said we need to establish guidelines for all council duties/responsibilities and have it prepared by June 2010.
• Elections will be in April to fill vacancies for the upcoming year.

SCHOLARSHIP COMMITTEE: (Angie Nimmo, Chair; Brenda Faulkner, Co-Chair)
• Last meeting was in December.
• Angie stated that almost every staff member who applies for a scholarship receives something.
• Angie encouraged all council members to work events that directly benefit the scholarship fund.

OTHER BUSINESS:

Jim informed the council that after the last meeting Lori Jefferies resigned from Staff Council and the Secretarial position she held for us - Executive Council will absorb the secretarial duties until the end of the year.

A handout was left to be distributed to all council members by Dr. Richard Winton. In the letter, Dr. Winton is asking if Staff Council would support some sort of Police Recognition program. A motion was made by Nancy Easterling that a Staff Council representative meet with Dr. Winton and a member of Faculty Senate to discuss what exactly he is asking us to support. Ann asked to amend that motion and to add Chief Williams to the conversation.
Motion seconded by Sherri Boren.

Jim brought up the topic of our participation in Commencement. We were asked again to distribute programs.
• Susan Gordon will coordinate volunteers.
• Concession stand sales were discussed.

Jim reminded council that SACs would be on campus the week after spring break and we are all to be aware of the QEP – “Keeping It Real” – Real World Experiences Applied to Learning.

Motion for adjournment was made by Daphne Hunt, Seconded by Susan Gordon and the meeting was adjourned around 11:15am. (Precise time was not taken)
Minutes of Meeting

Location: Library Multipurpose Room  
Date: April 8, 2010  
Time: 11:30am

Purpose: Finalize decision about summer baskets for Staff Development Day

Attendees:
Melet Price, Committee Chair
Lathes Towns, Co-Chair
Whitney Adams

Review of Previous Action Items

<table>
<thead>
<tr>
<th>Action Item(s)</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>No previous business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Discussion

Topic 1

<table>
<thead>
<tr>
<th>Action Item(s)</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase gift basket items 5 pool type and 5 gym type</td>
<td>Lathes</td>
<td>asap</td>
</tr>
<tr>
<td>Set up pool passes with gym</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up purchase of gym memberships</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next meeting

The next meeting will be set by the new committee chair after the new council is put together in June.