Staff Council Minutes

Date and Location: August 19, 2010, Special Events Room, Math Building 10:00 am


Members Absent: Christi Pfau

Visitors Present: None.

Staff Council President Stan Swam called the meeting to order. The roll call was taken. A motion to accept the previous minutes from the Staff Council Retreat on July 20, 2010 was made by Stephen Wilson and seconded by Leah Bartelt.

TREASURER'S REPORT: Leah Bartelt reported the following balances as of 8/18/2010:
Operating Expense Account 213500 balance: $3234.33
General Fund Account 233500 balance: 9603.96
Scholarship Fund Account 241090 balance: 6648.56
The Treasurer's report was approved as stated.

OPEN FORUM: None

COMMITTEE REPORTS:

Staff Affairs: (Stan Swam, Chair; Steven Bowman, Co-Chair)
  - No report

Staff Development: (Shelly Brown, Chair; Carol Murphy, Co-Chair)
  - No report

Hospitality and Fundraising: (Alana Hefner, Chair; Lathes Towns, Co-Chair)
  - The concession stand for the Commencement Ceremonies made approximately $150 from water sales. Three cases were sold and Athletics has purchased the remaining cases.
  - Alana Hefner will be the new Chair; Lathes Towns will be the Co-Chair for the 2010-2011 year
**Employee Appreciation:** (Sherry Boren, Chair; Joyce Daniels, Co-Chair)
- No report

**Healthy Campus Task Force:** Dissolved into University Task Force
- Lathes Town Representative for Staff Council
- No report

**Public Relations:** (Brenda Faulkner, Chair; Tom Robinson, Co-Chair)
- No report

**Scholarship Committee:** (Leah Bartelt, Chair; Jim Looby, Co-Chair)
- Meeting next week to award remaining scholarships
- Applicants must fill out a General Application and an Employee Application

**By-Laws and Voting:** Dissolved into Staff Council Task Force
- Jim Looby, Lead
- No report

**UNFINISHED BUSINESS:**
- President’s office sent over to Stan a list of staff that showed an interest in serving on a committee.
- President Elect Selection
  - Jim Looby nominated Sabrina Baker; Shelly Brown nominated Alana Hefner to fill the position.
  - After 2 votes due to tie
    - Alana Hefner will be the President Elect for the 2010-2011 year
- Chair and Co-Chair selected for Hospitality and Fundraising Committee
  - New chair is Alana Hefner and Co-Chair is Lathes Towns

**NEW BUSINESS:**
- **Staff Council Expectations** were read and discussed.
  - Three new Goals were put into place
    - Staff Council members are to bring a visitor for each meeting
    - Encourage other staff to serve on committees
    - Staff Council members are to get feedback from at least one member of their EEO group every month and submit a brief summary (just a quick note) to the Staff Council President
- **General Assembly**- agreed to show a presence
  - What to giveaway? Alana and the committee members for Hospitality/Fundraising will discuss possibilities.
• **Presidential Forum**— Possible topics
  o Budget
  o Parking
  o Education Opportunities for Staff
  o Revenue Enhancement
  o Enrollment Management Increase and effects on Staff
  o Reason for Holiday Schedule
    ▪ How is the decision reached?
  o What is the Executive Leadership’s plan to help improve employee morale?

• **Coming year activities—**
  o **Fall Festival**—Staff Appreciation and Hospitality/Fundraising will discuss
  o **Holiday Showcase**—suggestions were made to possibly change the date to a week earlier, and to advertise more. These suggestions will be discussed by the Hospitality/Fundraising committee.
  o Shelly Brown suggested that the Staff Council be more visibly supportive of the University and the Staff.

• More Activities outside of Tarleton were suggested for Staff and their families to participate.
  o Setting up a Staff Bowling League
  o Splash Day after work—at the end of summer for staff and their family
  o Pot Luck—lunch or dinner

• **System Council Meeting Notes**
  o notes not available at present time, awaiting from System Office

• **Staff Council Retreat Minutes**—Question and Answer
  o Sabrina Baker asked about the email account set up for Staff Council
    ▪ We will need to talk to Cory to set up a distribution list in addition to an email account
  o Sabrina asked about business cards and brochure for Council members
    ▪ Sabrina is working on a draft of the Staff Council brochure and a generic business card. This topic will be referred to the Executive Committee for further discussion
  o Stan commented on the need for Staff Council website to be updated.
    ▪ Need a go to person for that. Anyone interested in maintaining our website please contact Stan.

**ANNOUNCEMENT:**

Move in day for students is August 28th. Need participation.
ADJOURNMENT:

Motion was made by Stan Swam and seconded by Karen Hooks.
Staff Council Minutes

Date and Location: September 22, 2010, Library, Multi-Purpose Room 10:00 am


Members Absent: Virgil Hamilton


Staff Council President Stan Swam called the meeting to order. The roll call was taken. A motion to accept the previous minutes from the Staff Council Meeting on August 19, 2010 was made by Jim Looby and seconded by Sheri Boren.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 9/20/2010:
- Operating Expense Account 213500 balance: $6,430.84. Moved $5000.00 into Scholarship fund account.
- General Fund Account 233500 balance: $20,149.96. Moved $1,500.00 into Scholarship fund account.
- Scholarship Fund Account 241090 balance: $7,398.56. Fall tuition has already been paid, Spring tuition will be taken out of this account.

The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

Staff Affairs: (Stan Swam, Chair; Steven Bowman, Co-Chair)

Agenda

- Review committee description
- Identify areas of staff concerns or interests
- Identify methods to address staff concerns and interests
Discussion

Committee Description: Overall description is satisfactory. The description should be updated to reflect methods of communication with staff based on survey results (see following action items)

Areas of Staff Concern or Interest: The following were identified as areas of concern or interest based on committee member’s knowledge and discussion with other staff members:

- Parking
- Medical Insurance Cost Increase
- Budget Reductions and Legislative Funding
  - Potential loss of jobs
  - Decreased contribution to insurance
  - No merit increase
  - Alternate methods of generating revenue
  - Consideration of alternate compensation methods
- Employee Benefits
  - Loss of workout facility
  - Loss of use of gym (weight room, racquetball, noon exercise classes)
  - Potential loss of cell phone stipend
  - Increased cost of dining hall meals
- Impact of Hiring Delays and Freezes
  - What is the basis for hiring delays
  - What is the basis for granting waivers
  - Employees tired from sustained periods of performing additional work left by vacancies
- Employee Morale
  - Culmination of multiple factors (all of the above)
- Impact of Student Growth
  - More service to provide with no increase in staffing levels
  - What will increased enrollments mean in terms of next year’s budget
- University Master Plan
  - What can we expect to occur next on campus
  - What impact does the budget constraints have on meeting the 2020 plan

Action Items

- Parking – Stan will contact Chief Williams to:
  - Get results of University Police’s parking survey
  - Schedule an opportunity to meet with Staff Council
  - Pass on feedback from Staff Council’s survey
- Medical Insurance Cost – No actions on this item directly since it is controlled by the System
- Budget Reductions – Stan will contact Mr. Jerry Graham to discuss possible methods to address staff concerns pending results from Staff Council survey
- Employee Benefits – Action is unassigned pending results of Staff Council survey
- Hiring Freeze/Delay – No assigned action at this time
- Employee Morale – No assigned action at this time
- Student Growth – No assigned action at this time
- University Master Plan – No assigned action at this time
- Develop Staff Survey – Steve has drafted questions for review and approval

**Staff Development:** (Shelly Brown, Chair; Carol Murphy, Co-Chair)
- Staff Development committee is scheduled to meet September 20.
- Carol and I will meet at 3:30 p.m. and then the committee will meet at 4:00 p.m. in TSC 219.
- I have had several people indicate they will attend the committee meeting and I sent an invite to EVERYONE that listed Staff Development Committee on their survey.

**Hospitality and Fundraising:** (Alana Hefner, Chair; Lathes Towns, Co-Chair)

> We met and discussed several ideas on how to boost staff morale. Ideas included (but not limited to) such things as...-

- Deliver cookies/donuts or something personal to each staff person soon...delivered to each building in a stationary area- Cory checking on building mangers, number of staff per building.
- Family get together
- Pot luck dinner
- Staff reception (wine and cheese)
- Bowling night
- Lunch in the Dining Hall paid for by SC- Cory checking on meal prices with Sodexo
- Popcorn/Dr. Pepper for Memorial Day workers 4x10hrs.
- Something for birthdays, deaths, sickness, births, marriages, etc
- Birthday off
- When looking at inclusion in SC
  - Look at departments with least participation in SC and target their groups through their departmental meetings, etc.
  - Continue Pres. Initiative to bring a new person to a SC meeting each month
  - SC emails notifying about SC meetings- highlight topics of discussion for a hook

Decided against:
- Halloween carnival booth - not targeted to staff, more a community event, did not give SC the exposure as intended.
- Decorating the Christmas Tree- same 10-20 people showed each year (side note- Recruiting or Alumni Rel has the tree)
Holiday Showcase Planning:
- Susan will handle mail out to vendors, taking registrations and table assignments
- 62 tables fit in ballroom, spill over into common area
- TSC ballrooms reserved for Dec 3rd 2010 and December 2, 2011

Holiday Showcase Marketing
- Chamber posting deadline is September 24th
- Athletic sign on Harbin is free
- Use a banner off of the TSC
- Advertise in JTac or story
- Big Signage on Lillian-Diane to investigate cost
- Press Release to media relations about the vent

Employee Appreciation:  (Sherry Boren, Chair; Joyce Daniels, Co-Chair)
- No report.

Healthy Campus Task Force:
- Lathes Town urges all Staff Council and Staff to complete the wellness survey that Bridgette Bednarz sent out on September 18.
- The Healthy Task Force has not met at this time...they will be scheduling a meeting after family weekend.

Public Relations:  (Brenda Faulkner, Chair; Tom Robinson, Co-Chair)
- No report

Scholarship Committee:  (Leah Bartelt, Chair; Jim Looby, Co-Chair)
- The Scholarship Committee met and awarded $5750.00 worth of scholarships to 14 qualified staff members. This contributed towards their Fall tuition and fees.

By-Laws and Voting:  Dissolved into Staff Council Task Force
- Jim Looby, Lead
- No report

*Motion for approval of Committee Reports was made by Stephen Wilson and seconded by Jim Looby. Motion passed.

UNFINISHED BUSINESS:
- Need approval the overage of $300.00 give-a-way. Jim Looby made the motion to approve and Alan Hefner seconded the motion. Motion passed.
- Website will be updated by Brenda Faulkner and the Staff Council Newsletter will go out by the 30th of every month.
- Cory Shaw is working on the Staff Council email distribution list.
NEW BUSINESS:

- Staff concern input survey questions need to be approved and go out via email in the next week hopefully.
- Chief Justin Wilson gave his power point presentation on the proposed parking changes.
  - The parking department is costing Tarleton money, as the rules stand.
  - Tarleton fee schedule for parking is “low man on the totem pole” when compared to other Universities.
  - Any overage of funds made by parking fees/tickets is given directly to scholarships.
  - This proposal is just a starting point. The decision is to be made by October 31, 2010.
  - Any suggestions can be sent to Chief Wilson or to Committee Members which include:
    - Dr. Wayne Atchley
    - Dr. Dewayne Snyder
    - Clint Billingsly
    - Ken Styron
    - Elizabeth Wallace
    - Dr. Pam Littleton

ADJOURNMENT:
Staff Council Minutes

Date and Location: October 21, 2010, Library, Multi-Purpose Room 10:00 am


Substitutes: Nora Young for Steven Bowman.

Members Absent: Shelly Brown, Sheila Hawkins, Kari Lewis

Visitors Present: Pam Carpenter, James Gray, Nikki Jackson, and Sara Simpson.

Staff Council President Stan Swam called the meeting to order. The roll call was taken.

Treasurer’s Report: Leah Bartelt reported the following balances as of 10/21/2010:

- Operating Expense Account 213500 balance: $6,422.84.
- Scholarship Fund Account 241090 balance: $7,398.56.

The Treasurer’s report was approved as stated.

Committee Reports:

Staff Affairs: (Stan Swam, Chair; Steven Bowman, Co-Chair)

Agenda

- Sending Survey out today

Staff Development: (Shelly Brown, Chair; Carol Murphy, Co-Chair)

- No report.

Hospitality and Fundraising: (Alana Hefner, Chair; Lathes Towns, Co-Chair)

- Needs input on possibility of things to do for staff
  - Larry Barr with the planetarium will open (do a Halloween show) for staff
  - Movie night?
  - Maybe the Tarleton Theater group can do a performance for staff

Employee Appreciation: (Sherry Boren, Chair; Joyce Daniels, Co-Chair)

- Employee Appreciation will work with Hospitality and Fundraising as they share some of the same duties
Public Relations:  (Brenda Faulkner, Chair; Tom Robinson, Co-Chair)

- Brenda Faulkner’s resignation was tendered
  - EE03 election coming up for her replacement
  - Stephen Wilson accepted the nomination to replace Brenda as Chair of the Public Relations committee

Scholarship Committee:  (Leah Bartelt, Chair; Jim Looby, Co-Chair)

- No report

By-Laws and Voting:  Dissolved into Staff Council Task Force

- No report

*Motion for approval of Committee Reports was made by Christy Pfau and seconded by Joyce Daniels. Motion passed.

UNFINISHED BUSINESS:

- None

NEW BUSINESS:

- Logo Contest—January 7th
  - Staff Council members and staff can participate
    - Motion was made by Sheri Boren that all staff can participate, motion was seconded by Alan Hefner.
  - Staff Council concerns—Are we providing anything to help our staff?
    - Lathes Towns suggested we have a staff meeting with Dr. Dottovio answering questions directly from staff.
      - Stan Swam suggested that we wait until we get survey results back first.
    - Kent Styron contacted Stan about having training for the staff volunteers at Graduation ceremonies. This way the volunteers would know when, where and why things are happening. Also, training would help to ensure emergency situations would be handled properly.
    - Names that were suggested to be on the Vice Presidential Executive Search Committee included:
      - Cory Shaw
      - Daphne Hunt
      - Stan Swam
Stephenville ISD School Board Bond issue Presentation to be held at 3:30 on The 27th of October. Recommend all Staff Council and staff attend for good information.

Parking—Stan sent Staff Council response to the Parking Task Force.
  - Emotion Issue for staff
  - Not everyone will be satisfied
  - Moral issue for staff
  - The Task Force will be making a decision at the end of this month.

**ADJOURNMENT:**
Staff Council Minutes

Date and Location: December 16, 2010, Library, Multi-Purpose Room 10:00 am


Substitutes: Sara Simpson for Sabrina Baker, Susan Gordon for Sheila Hawkins

Members Absent: Norman Fox, Richard Reed

Visitors Present: Cindy Adams, Isaac Belcher, James Gray, Sara Simpson, Brenda Strong, and Wendy Weiss

Staff Council President Stan Swam called the meeting to order. The roll call was taken.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 11/30/2010:
Operating Expense Account 213500 balance: $ 6,369.78.
General Fund Account 233500 balance: $ 21,907.52.
Scholarship Fund Account 241090 balance: $ 7,398.56.

The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

December 2010 Committee Updates

1. By-Laws and Voting (Jim Looby) - no update
2. Employee Appreciation (Sherri Boren) - November 11, 2010 - we will be doing prizes after the first of the year for birthdays.
3. Healthy Campus- (Lathes Towns SC rep on university committee) - no report
4. Hospitality and Fundraising- (Alana Hefner) - November 19th

Holiday Showcase:
- Alana:
  o Need volunteers (from staff council and non-members) to:
  - 7am (2-3) for check in (Cory, Alana, Sabrina, Susan)
  - 1 throughout the day to adjust the music and Q/A (various)
  o Email campus advertisement and news releases.
- Diane- contacting Signs & Designs about a portable sign, having a banner made and the SPARD for displaying banner on at JC Park (corner of Harbin and Lingleville Rd)
• Alana- Jason Jacks will have students for assistance at 7am and ROTC for loading and unloading with vendors
  o Jessica will request the Plowboys if ROTC cannot assist.
• Susan will create a “How To” file for Holiday Showcase so that it can be handed off with ease next year.

Graduation
• Sabrina and Cory will recruit volunteers
• Committee decided against selling beverages at graduation since drinks are not allowed in particular sections of the stands, SC members would have to enforce this rule, and also considering clean up for spills, litter.

Speaker Series
• Having a difficult time getting commitments from vendors/speakers in previous months. Will continue to look at university calendar when scheduling these events.
• December- Alana will confirm with Larry Barr planetarium times set aside for Staff members to attend Season of Lights (noon and 5:15 showings)
• January- Susan will confirm with Glenda Stone to speak on genealogy, set date, time and reserve room. Alana will advertise.
• February- Alana will confirm with Hennen Cummings to speak on lawn/flower bed maintenance for spring, set date, time, and reserve the room and advertise
• March- Jessica will confirm with Scott’s Flowers to speak on arrangements, set date, time, and reserve room. Alana will advertise.

Other Items:
• Would like to keep track of new staff members after NEO and touch base with them some time after they have been on-campus a bit (postcard intercampus or email)
• Discussion on hospitality and fundraising as a combined committee.

Next meeting December 14th 3:00 Library 106

December 14th
Alana Hefner
Cory Shaw
Jessica Evans
Susan Gordon- not in attendance
Karen Hooks- not in attendance
Diane Rodriguez
Sabrina Baker- not in attendance
Holiday Showcase:
Income: $2560.00
Expenses:
Banner/Signs: $237.60
Envelopes: $5.78
Paper: $4.69
Postage: $58.82
Ballrooms: $200.00
Net: $2053.11

- Susan will create a “How To” file for Holiday Showcase so that it can be handed off with ease next year.

Graduation
- Sabrina and Cory will recruit volunteers for all three ceremonies
- Email was sent to all SC members. Stan to re-announce it at this week’s meeting.

Speaker Series
- Having a difficult time getting commitments from vendors/speakers in previous months. Will continue to look at university calendar when scheduling these events.
- December- Alana will confirm with Larry Barr planetarium times set aside for Staff members to attend Season of Lights (noon and 5:15 showings)
  - Noon showing- 2 people
  - 5:15 showing- 13 people
- January- Susan will confirm with Glenda Stone to speak on genealogy, set date, time and reserve room. Alana will advertise.
- February- Alana will confirm with Hennen Cummings to speak on lawn/flower bed maintenance for spring, how to get rid of stickers, set date, time, and reserve the room and advertise
- March- Jessica will confirm with Scott’s Flowers to speak on arrangements, set date, time, and reserve room. Alana will advertise.
- April- Cory will get with Meats Lab

Other Items:
- Discussed “Dinners with Dottavio” from his budget meetings and how SC could assist in facilitating
- Discussed Distinguished Staff Awards- possible dance afterwards, volleyball tournament, horseshoes, etc
• Discussed sending “thank you notes” to each staff member from their respective EEO SC member to make it more personal to their area (ie. Thank you for putting in longer hours, extra work, reprioritizing your tasks, etc)
• Would like to keep track of new staff members after NEO and touch base with them some time after they have been on-campus a bit (postcard intercampus or email)
• Discussion on hospitality and fundraising as a combined committee.

Next meeting January 11th at 3:00 TBA

5. Public Relations-Vacant – no report
6. Scholarships- Leah Bartelt- no report
7. Staff Affairs- Stan Swam –

Meeting was held in the Human Resources conference area at 2:00 PM and lasted approximately 1 hour.

Members present: Stan Swam, Steve Bowman, Joan Cox, Daphne Hunt

Members absent: Sheila Hawkins

Agenda Items:

• Development of questions for Dr. Dottavio’s Staff Council address on Thursday
• Development of questions for the VP for Academic Affairs search (represent Staff Council’s interest)
• Coffee with Council dates and ideas

Several questions were developed to ask Dr. Dottavio. The questions will be given to the President in advance to ensure he is prepared to respond.

Question for VPAA search was conceptualized. Stan will develop the question from the discussion and submit it to the VPAA search committee.

The first Coffee with Council will be scheduled sometime during the week of January 24. Staff Affairs will ask Hospitality and Fundraising committee to assist with the arrangements. The next Coffee will be sometime after the first of April. These sessions should be informal and used as a source of gathering feedback from the staff. Information from the sessions should be discussed at the following Staff Council meeting.

8. Staff Development- Shelly Brown- updating Staff Council website for Staff Development material and working on Staff Development Day.
UNFINISHED BUSINESS:

• None

NEW BUSINESS:

• Graduation Ceremonies
  o Need Volunteers
  o Tickets will be taken- not sure of the procedure that is planned
• Staff Affairs is planning a Coffee with the Council on January 24th
  o Employee Appreciation committee will be taking care of the details
    ▪ 9 am-11 am is the time that was suggested
    ▪ Possibly holding it in the Math Multi-Purpose room
• Update on elections for vacant positions
  o EE0C3 category-election will close on this coming Tuesday.
  o EE0C7 category-voting will go out today on paper ballots

Dr. Dottavio

Questions

• Budget Communications Webpage
  o How often will the webpage be updated?
    ▪ The intention is to update when a situation occurs and also periodically. Several times a month is the projected plan.
  o What information will be posted on the webpage?
    ▪ Any information that will have a University impact—anything that the University might be interested in. This webpage is intended to help with accurate information communicated to all University employees.
      • Example: Cell phone allowance policies(redefinition of policy)
  o Will this webpage be interactive?
    ▪ Karen Murray is trying figure out a way to use this webpage to receive information to be more interactive.
  o Will there be advanced noticed on furlough’s?
    ▪ The plan for FY2011 does not include any reductions or furloughs. The first line of defense in the FY2012-13 plan, rely on growth in numbers to help with mandated budget reductions. Any reduction of force would come as a last resort.
    ▪ Anytime furloughs would be a possibility, the University would give advanced notice.
    ▪ Good planning should prevent any reductions. Trying to avoid any kind of layoffs is top priority. Growth will be a huge part in avoiding this.
• According to the article published in the paper a couple of weeks ago, there could be 15 to 20 positions eliminated, Dr. Peer talked about following guidelines...What does that mean?
  ▪ Tarleton’s university-wide guidelines are to avoid ROF’s. Each Vice President has a plan to reduce the budget in their prospective divisions. They must follow the University guidelines first. Furloughs are not being considered.
• Can we, as employees, give a percentage of our salaries back to the University instead of furloughs?
  ▪ This would be a very complicated situation. Only across the board would be a fair solution, but this goes completely against the University goals above.
  ▪ Tarleton, as a University in the state of Texas, is on the low end of the pay scale in comparison to other Universities. Increasing our salaries is something that the administration wants to address, even in these complicated times.
• Are we looking at other sources of funds?
  ▪ Additional student fees are being considered
    • Technology fees
    • Library access fees
    • These were not included in the FY 2012 reduction plan. Increase in undergraduates fees will not be allowed by the Board of Regents
  ▪ Other sources of funds:
    • Fund raising by Institutional Advancement such as:
      o Deans Circle
      o Parents Circle
      o Partners for Enrichment—Langdon Center
      o Rodeo Circle
      o Presidents Circle
    These are unrestricted funds and some of the money will be used to fund additional staff scholarships
• Is there an infrastructure for the projected growth?—Ongoing expenses and additional staff?
  ▪ Tarleton receives an allocation of funds through a mathematical formula using square footage. This will help to provide funding. Also, the 60/40 model in growth funds will be used. Where 40% goes to the upkeep and staff for the new buildings.
• How can Environmental Services keep up the new nursing building with 2.5 people?
  ▪ Mr. Dixon would have to bring the matter up to Mr. Standridge if there is an issue with being enough staff to complete the job.
• There is a 90 day delay unless the situation is such that the department is in dire need. Then the 90 day delay would be omitted.

○ Could 180 day delays be implemented?
  • It doesn’t look like at this time they will, but Jerry Graham looks at the numbers of salary savings every month, and that decision could become a reality.

○ How long do we expect to maintain the delay in filling positions?
  • These measures are set until the end of this Fiscal Year.
  • The plan for 2012 is not set up this way. The cabinet does not want to micro manage the University on staffing issues. It needs to be from the individual managers’ decision if they need more staff.

○ Where are we on the Dairy opening?
  • The grand opening for the Dairy and the Nursing building will be on March 3rd.
  • Budget reductions affected completion.
  • Running a dairy is expensive; negotiating with a dairy operator to run the Tarleton Dairy has been a long process. Tarleton will deal with the teaching/research aspect, and the dairy operator would deal with the business end. These have been very complicated issues with the system.

○ What are the plans for Thurber?
  • Tarleton puts $250,000 - $300,000 into the operating expenses for Thurber. The primary benefactor (Mrs. Gordon) has been contacted in hopes of increasing the endowment to cover these operating expenses.

○ Will the Radio Station keep going?
  • The radio station needs to be self sustaining to continue. Eric Truax is working to help raise funds for the station. KTRL and KURT are run much the same as National Public Radio, which is by donations, since they cannot advertise.

○ Is the Dairy a possible revenue source?
  • The dairy operator wants an additional 300 beds to make the dairy profitable. Other additions could be a creamery and store that would sell cheese with the Tarleton brand.

**Adjournment** – The meeting was adjourned at 11:00 AM following a call for a motion by Stan Swam and a second by Jim Looby.
Staff Council Minutes

Date and Location: January 21 2011, Library, Multi-Purpose Room 10:15 am


Substitutes: Ernesto Martinez for Daphne Hunt, Bridgette Bednarz for Lathes Towns

Members Absent: Leah Bartelt, Sheila Hawkins

Visitors Present: James Gray, Kate Hale, Sara Simpson.

Staff Council President Stan Swam called the meeting to order. The roll call was taken.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 11/30/2010:
Operating Expense Account 213500 balance: $ 6,369.78.
General Fund Account 233500 balance: $ 21,206.84.
The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

1. By-Laws and Voting (Jim Looby) – EE07 Ballets will go out by mail on 1-21-11
2. Employee Appreciation (Sherri Boren) –
   a. Joyce Daniels will be taking over the chair of Employee Recognition Committee.
      Jessica Evans will be the co-chair.
   b. They will be taking nominations for Employee Recognition until February 28th.
3. Healthy Campus- (Lathes Towns SC rep on university committee)-Bridgette Bednarz representing Lathes at the meeting.
   a. Task force in limbo right now, they are trying to become an official committee.
      i. Healthy Campus has offered the following recommendations
         1. Offer 30 minutes 3 days a week for exercise(in House Bill 1297)
         2. Grant 4 hours of sick leave time to fill out physical form to show your health status.(also in HB 1297)
         3. Re opening time in Wisdom Gym for Staff/Faculty to use free of charge
         4. Implement walking and jogging routes on campus. These mapped out routes will be available at Rec-Fest on Tuesday.
      ii. Bridgette Bednarz would like feedback at her bednarz@yahoo.com or bednarz@tarleton.edu
4. **Hospitality and Fundraising- (Alana Hefner)**
   a. February 3\(^{rd}\) Dr. Henning Cummings will be giving a presentation about lawn care in the Multi Purpose room in the library.
   b. February 8\(^{th}\) Dr. Wade will be giving a presentation about landscaping on the lower level of the Student Center in Room 127.

5. **Public Relations- Jessica Evans** – no report

6. **Scholarships- Leah Bartelt**- The *Staff Council Scholarship Committee* awarded 12 scholarships for the Spring 2011 semester totaling **$5350.00**
   The recipients are as follows:
   - Sabrina Baker
   - Morgan Carter
   - Nelly DiCiccio
   - Brenda Faulkner
   - Douglas Freeman
   - Ross Harris
   - Sheila Hawkins
   - Pamela Hecox
   - Jeanene Milanek
   - Jason Smith
   - Troy Thorne
   - David Walker

   **Scholarship Committee:**
   Leah Bartelt – Chair
   Jim Looby – Co-Chair
   Lathes Townes
   Shawndi Wilson

7. **Staff Affairs- Stan Swam** – Coffee with Council is planned for the 2\(^{nd}\) week in February in the new Nursing Building. The original planned meeting was scheduled in January, but due to the large number of retirements was rescheduled.

8. **Staff Development- Shelly Brown**-

**UNFINISHED BUSINESS:**

- BJ Simmons is the newest member of the Staff Council. She will be taking Sherri Boren place due to retirement.

**NEW BUSINESS:**

- The Logo for Staff Council was voted on, and the winner was Sara Simpson.
- Dr. Brad Chilton provided an update on Tarleton’s growth and the impact of recent state budget actions. Dr. Chilton has been with Tarleton for 29 years and is the Vice President of Enrollment and Information Management.
  - **Enrollment Growth**
    - Tarleton’s enrollment growth up 9% this year.
    - 19% increase in Freshmen enrollment
    - Universities usually do well in an economic down turn and it is probable that Tarleton’s location plays a role in our enrollment number increase.
    - Tarleton’s hard working staff helps to attract students
    - Growth is very important
      - In the proposed budget reduction plan, 51% of budget cuts are being funded by the additional funds generated by growth and eliminating some “one-time” expenditures
  - Careful planning has helped Tarleton not to have some of the issues other Universities are facing.
    - The financial plan for Texas is a “Growth Model”
    - The state is cutting back on funds given to higher education
    - The Legislature will be considering the amount of funding allocated for higher education. Funding is based upon how many semester hours Tarleton students generate.
    - Tarleton will get a bigger “piece of the pie” if we continue to grow.
      - **Bad News**—“The Pie” is smaller now. The percent of state support for higher education formerly was in the 60s and it is now in the 30s...
      - **Good News**—60% of Tarleton’s budget is generated from local funds.
        - Students bear the brunt of our budget—we have witnessed a migration from a funding methodology largely
supported by the state to a user/student supported budget model.

- A lot of funds are still here

- **Tarleton is not alone in this economic crunch**
  - Over 80% of students are getting some type of financial aid.
  - Bachelor’s Degree - 65% are first generation graduates.
    - Many times incoming students do not know what to expect and may be overwhelmed
    - Tarleton needs to create a very caring and nurturing environment.
      - Very important for us to not only bring in increased numbers of new students, but it is also very important to retain them
      - Your efforts in assisting students may be the deciding factor in the student’s continued enrollment at Tarleton
  - Both Susan Brown, assistant commissioner for planning and accountability at the Texas Higher Education Coordinating Board and Dr. Stanton Calvert, A&M University System’s vice chancellor for governmental affairs spoke at the University’s annual planning retreat.
    - Growth, retention and graduation rates are an integral part of how the state apportions funds to public universities.
    - One area of focus is to concentrate on methods for increased student retention and graduation.
      - Supplemental instruction is offered by the Student Success program here at Tarleton. Those students who utilize these services score a letter grade higher than those who do not and are more likely to remain enrolled.
• Personal care is another factor in the retention and graduation equation.

• Questions—
  
  • Sherri Boren- asked if Ranger Junior College is closing and is Tarleton doing anything to attract those students?
    
    o The legislation is looking at possible closings of some Junior Colleges across the state. There are no definitive plans at this time.
    
    o Tarleton currently has students from that area, along with students across almost every county in the state.
    
    o Our recruitment and retention initiative with Noel Levitz directly supports the efforts to extend our reach into those areas.
  
  • James Gray- Do we have a plan for staff/equipment needs to cover the amount of growth?
    
    o Resources to purchase more equipment and staff will have to increase. A portion of funds from our increased growth will go toward meeting the increased demand on resources.
    
    o The University Planning Council has identified this as a priority for the University.
  
  • Marilyn Meador-Is there any news on strategic abandonment of programs at Tarleton and which programs are up for this?
    
    o Dr. Chilton stated that he could not speak about specific actions that other divisions may be considering. However, he did know that all divisions are looking at all of their efforts for programs that may not need to continue.
  
  • Stan Swam – Emphasized the need for each employee to remain attentive to the students that we are around and ensure they are aware of all of the resources available that can contribute to their success and ability to continue enrollment at Tarleton.
Adjournment – The meeting was adjourned at 11:15 AM following a call for a motion by Stan Swam and a second by Jim Looby.
Staff Council Minutes

Date and Location: March 10, 2011, Library, Multi-Purpose Room 10:00 am

Members Present: Angela Ballard, Leah Bartelt, Steve Bowman, Joyce Daniels, Jessica Evans, Norman Fox, Kenneth Groene, Sheila Hawkins, Kari Lewis, Carol Murphy, Christina Pfau, Tom Robinson, Cory Shaw, Stan Swam.


Visitors Present: James Gray

Staff Council President Stan Swam called the meeting to order. The roll call was taken.

TREASURER’S REPORT: Leah Bartelt reported the following balances as of 2/28/2010:
Operating Expense Account 213500 balance: $ 6,209.98.
General Fund Account 233500 balance: $ 21,193.34.
Scholarship Fund Account 24190 balance: $2048.56.
The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

March 2011 Committee Updates

1. By-Laws and Voting (Jim Looby) - no update
2. Employee Appreciation (Joyce Daniels) - Appreciation Committee meet today, we discuss the upcoming Survivor fun day. We have some more ideas to discuss with Staff Council meeting on Thursday 3/10/11.
3. Healthy Campus- (Lathes Towns SC rep on university committee)- no report
4. Hospitality and Fundraising- (Alana Hefner)- no report
5. Public Relations-Jessica Evans – no report
6. Scholarships- Leah Bartelt- no report
7. Staff Affairs- Stan Swam – no report
8. Staff Development- Shelly Brown-

   Ideas: What do you all think of:
   9:00 am Stan Swam opening
   9:15 am Introducing the President
   9:45 am Dave Lieber
10:30 am Break-out sessions
12:00 noon Lunch
1:00 pm Break-out sessions
2:15 pm Break-Out sessions
3:30 pm Close-Out Reception with presentations

It is a goal to do the following during the meeting:
- Set a date for Staff Development Day
- Identify two potential morning Kick Off Key Note Experiences

Something to consider: Students performing Power of Words

- Identify 6 potential morning break out sessions
- Identify a committee member who wishes to plan/obtain lunch ideas
- Identify 6 potential afternoon break out sessions
- Identify two potential afternoon Key Note Experiences

Something to consider:
http://www.brenebrown.com/speaking
http://www.brenebrown.com/search-website/
http://www.youtube.com/watch?v=X4Qm9cGRub0

It is also my hope to discuss a Spring pilot based on Elaine's recommendations and review website changes.

Question: Do we want to include Faculty Fellows to offset some of the costs?

UNFINISHED BUSINESS:

- None

NEW BUSINESS:

- Staff Development Day-
  o 11 Breakout Sessions for Staff Development Day.
  o Dave Leiber will be guest speaker and breakout session.
  o Outlook webinar session.
  o The meal will cost more than last year, and the committee is waiting on other quotes to come in to finalize.

- Survivor Staff
  o Mountain Top- Rec Sports will be organizing this
  o Pong- Stephen Wilson/Cory Shaw
  o Frizbee Golf- Steve Bowman
- Phone Toss - Marilyn Meador
- Ball Toss - Sara Simpson
- Washers - Self Directed
- Hula Hoop - Joyce Daniels/ RoseAnn Reese
- Silver Bugle - Trish and Jessica Evans
- Pass it On - Will be teams
- Stan Swam, Kenneth Groene, and Cory Shaw will cook.
  - Planning on food for 250 people
    - Hamburgers, hot dogs, garden burgers, chips and water.

**Adjournment** – The meeting was adjourned at 11:00 AM following a call for a motion by Jessica Evans and a second by Joyce Daniels.
Staff Council Minutes

Date and Location:  April 21, 2011, Library, Multi-Purpose Room 10:00 am

Members Present:  Sabrina Baker , Angela Ballard, Leah Bartelt, Shelly Brown, Joyce Daniels, Jessica Evans, Norman Fox, Kenneth Groene, , Karen Hooks, Daphne Hunt, Carol Murphy, Richard Reed, Johnny Robinson, Cory Shaw, BJ Simmons, Lathes Towns, and Stan Swam.

Substitutes:  Nora Young for Steve Bowman, Chris Starr for Tom Robinson.


Visitors Present:  James Gray

Staff Council President Stan Swam called the meeting to order.   The roll call was taken.

TREASURER’S REPORT:  Leah Bartelt reported the following balances as of 3/30/2011:
Operating Expense Account 213500 balance:  $6,056.05.
General Fund Account 233500 balance:  $21,193.34.
Scholarship Fund Account 24190 balance:  $2048.56.
The Treasurer’s report was approved as stated.

COMMITTEE REPORTS:

April 2011 Committee Updates

1.  By-Laws and Voting (Jim Looby) - no report
2.  Employee Appreciation (Joyce Daniels) - no report
3.  Healthy Campus- (Lathes Towns SC rep on university committee)- We have a request for funds to be used with the Employee Health and Wellness Week and the Recommendations from the Worksite Wellness Taskforce.....a GA with Shanna Moody would like to speak about the program during our next meeting.....Informed others we need to be careful with funds.
4.  Hospitality and Fundraising- (Alana Hefner)- James Kimble from Scotts Flowers drew 27 attendees covering floral arrangements and upkeep. Door prizes were offered. Graduation volunteers are needed for May commencement.
5.  Public Relations-Jessica Evans – no report
6.  Scholarships- Leah Bartelt- no report
7.  Staff Affairs- Stan Swam – no report
8.  Staff Development- Staff Development Day- May 17th-other pieces to be shared at meeting.
UNFINISHED BUSINESS:

- None

NEW BUSINESS:

- Staff Development Day-
  - Need 3 volunteers to facilitate video/discussion room
  - Sign-up will be sent out electronically
  - Email to be sent out to Staff Council members for volunteers
  - Survey from Dr. Wayne Atchley needs to be go out and results for 29th of April

- Staff Council donated for the MWF wellness week

- Discussion of possible donation for signage for the Tarleton Fitness Route

- Hospitality and Fundraising-
  - Volunteers need to meet at 4:45 for Graduation Ceremonies
  - 10 volunteers needed
  - Need to attend training

- Donations for the fire fighters that were made by the staff were very well received. Total will be coming.

- Ballots for elections will be sent out soon for May
  - Should have results in Mid May

- Possible Staff Council retreat in June

- Motion to meet year round was made by Daphne Hunt and seconded by Lathes Towns

- Move the May Staff Council meeting to May 12, 2011 @ 10:00

Adjournment – The meeting was adjourned at 11:00 AM following a call for a motion by Stan Swam and a second by Leah Bartelt.