

Staff Council Meeting Minutes – August 8, 2013

1. **Call to Order:** Misty called the meeting to order at 2:11pm

2. **Attendance:**

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	4	4
Brackett, Stephanie	2013	1	N	4	2
Hobbs, Misty	2015	5	Y	4	3
Hunter, Larry	2014	6	N	4	0
Imke, Julie	2015	1	Y	4	4
McDonald, Rana	2015	3	Y	4	4
McFadden, Michelle	2015	1	Y	4	3
McNutt, Tracy	2014	4	Y	4	4
Parker, Aaron	2015	7	N	4	1
Rausch, Mary	2014	3	N	4	3
Reed, Jamey	2014	7	N	4	1
Roach, Trey	2014	3	Y	4	3
Stevenson, Lana	2014	1	Y	4	2
Thompson, Cynthia	2014	7	N	4	0
Tonne, Betsey	2015	4	Y	4	3
Washington, Linda	2014	4	Y	4	3
White, Andrew	2014	4	Y	4	3
Workman, Zack	2014	1	Y	4	4
*Wyckoff, Eppie	2014	3	N	4	3
Zellers, Barb	2015	5	Y	4	4

*Filling the remainder of BethAnn Hoover's term.

3. **Review of Minutes from July 11, 2013 meeting:** Tracy moved to approve the minutes as submitted and Zack seconded. The minutes were approved and submitted.

4. **Treasurer's Report:** Zack reported on the Operating Fund: Steven Knadle was very apologetic for the tardiness of the items ordered for the July employee of the month reception. Zack stated that Steven was going to comp that order. Zack also reported that he viewed an electronic invoice for the ice cream for the Employee of the Year reception that was \$525.05. He stated that he would double check this amount and email Staff Council the correct amount. Zack also stated that there were 13 staff members that donated blood at the July blood drive, and would receive \$5 on their Buff Gold card for donating, (Staff council will pay the \$5 for each donor, then request reimbursement from the other 4 sponsors: Student Government, Student Affairs, Medical Services and the Buff Gold Card Office). Ending balance was \$3809.86. The Tuition Assistance Fund had \$20 donated from Deanna Moore, and had 21 allocations of \$500 or

\$250 distributed in July. Ending balance was \$76522.40. All other accounts reflected no change from June. Linda moved that we accept the Treasurer's report as submitted with the understanding that Zack would provide the correct amount due for the EOY ice cream via email. Tracy seconded. All voted to accept the Treasurer's report as submitted.

5. **Committees:** Julie volunteered to serve on the Staff Appreciation Committee

6. **Old Business:**
 - a. **University Photos:** Please make an appointment with Rik Andersen to have your photo taken for Staff Council website. If you do not want to take a new photo, you may request your current photo. Please email this photo to Mary.
 - b. **Employee of the Month Reception:** Thank you's to all the committee members who helped to set up and tear down. Thank you to Zack who did a wonderful job on the PowerPoint presentations. Thank you to Betsy who purchased nice frames for each EOM winner's photo with the President.
 - c. **Blood Drive:** July blood drive had 13 staff donors receiving \$5 on their Buff Gold card.
 - d. **Rootin' for the Buffs:** Staff Appreciation committee needs to meet to plan events for this year. This committee will discuss ways to help boost slumping staff moral within the means of Staff Council. An open discussion on other ways to improve staff morale was opened. Zack suggested that a promotion for Staff Council sponsored birthday days off be developed and emailed to staff members at the beginning of the month for those that have a birthday. This promotion should include a birthday wish from Staff Council and instructions on how to submit birthday day off in TimeTrac. Trey agreed to design a generic form. Lana stated she would provide a list each month for persons to be emailed. Betsy suggested that we create an Employee of the Month sign that travels each month to the Employee of the Month office. Trey suggested that Brandon Steinle in ITTL can design and produce this sign. Barb suggested campus wide cook outs for holidays where there are no classes but staff has to work. Tracy noted that on those days, many staff members take vacation leaving offices down to skeleton crew where they cannot leave. Tracy asked that members email her with their ideas.
 - e. **Faculty/Staff Convocation:** Staff Council has no obligation, but two Staff Excellence and the Clarence E. Thompson awards will be presented to Staff Members. Convocation is Tuesday, August 20th at 3pm in Legacy Hall
 - f. **Staff Tuition Assistance:** This committee will meet to develop different voting options for the SSC employees regarding tuition assistance. SSC provides assistance for employees that enroll in

classes that are directly related to their job, therefore they will not help with any classes offered at WT.

7. New Business:

- a. **Employee of the Month:** Zack announced that Gary Barnes is the employee of the month for August. His reception is Monday, August 26th at 2pm in the Administration Suite, on the 3rd floor of Old Main.
- b. **Communicator:** Staff Council was approached by Ann Underwood to bring back The Communicator with Staff Council paying the production cost, or a 50/50 split of the expense between Staff Council and Faculty Senate. Ann stated that they are open to an electronic delivery if there is interest which would cut down in production cost. The projected expense for printing 900 copies once a month would be \$110.78. Staff Council suggested that Ann ask Faculty Senate if they would be willing to split the cost before making a commitment to pay for the production of The Communicator. Linda suggested that an electronic version be created first, with links to archived copies on the web. Trey noted that most department prefer the hard copy. Julie stated that she also preferred the hard copy to have in the lobby for guests to read, and that one or two copies be made for each department across campus. Rana ask for people to email her for ideas on content.
- c. **Homecoming:** The Homecoming committee needs to meet to develop the door decorating contest. The theme for this year is 'Thunder is Coming.' Misty suggested that door spaces need to be better defined, with possibly adding a third for large spaces rather than just large doors. Betsy suggested that room numbers be included on the web so that people could find the doors if they wanted to see them in person. Tracy asked if we could turn it into a fund raiser by having people vote with money. Linda stated that it might be difficult to keep track of the money for each door so the challenges and logistics would need to be reviewed. The Homecoming committee will also meet to develop the Buffalo Chip contest clues and hiding place. A prize for the winner will also need to be decided and secured.

8. Other Business:

- a. There was no other business.

- 9. Adjournment:** There being no other business, Trey moved to adjourn the meeting, Linda seconded. The meeting was adjourned at 2:59pm.

Next Staff Council meeting is **Thursday, September 12 at 2pm** in the Buff Branding Room (JBK Rm. 12).