

Staff Council Meeting Minutes – February 20, 2014

1. **Call to Order:** Misty called the meeting to order at 2:05 p.m.

2. **Attendance:**

*Filling the remainder of BethAnn Hoover’s term.

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	N	10	8
Brackett, Stephanie	2013	1	Y	10	7
Hobbs, Misty	2015	5	Y	10	9
Hunter, Larry	2014	6	N	10	0
Imke, Julie	2015	1	Y	10	7
McDonald, Rana	2015	3	Y	10	8
McFadden, Michelle	2015	1	Y	10	6
McNutt, Tracy	2014	4	Y	10	8
Parker, Aaron	2015	7	Y	10	6
Rausch, Mary	2014	3	Y	10	9
Reed, Jamey	2014	7	N	10	5
Roach, Trey	2014	3	Y	10	6
Stevenson, Lana	2014	1	Y	10	7
Thompson, Cynthia	2014	7	N	10	0
Tonne, Betsey	2015	4	Y	10	8
Washington, Linda	2014	4	Y	10	4
White, Andrew	2014	4	Y	10	7
Workman, Zack	2014	1	Y	10	10
*Wyckoff, Eppie	2014	3	Y	10	7
Zellers, Barb	2015	5	Y	10	9

3. **Review of Minutes from the January 9 meeting:** Aaron moved to approve the minutes as written/mailed and Lana seconded. All voted to approve the minutes as distributed.

4. **Treasurer’s Report:** Zack reported on the various accounts for January:

- a. **Operating Fund:** The beginning balance was \$5,313.82. Invoices for the December Employee of the Month reception (\$41.66) and Buff Gold for Gingerbread House winners (\$40) came in, leaving an ending balance of \$5,232.16. Outstanding items are \$346 for the I Caught You Caring campaign, \$6 for Employee of the Month photos, and \$41.66 for the January Employee of the Month reception, for a total of \$393.66 outstanding. The adjusted ending balance is \$4,838.50.
- b. **Tuition Assistance:** The beginning balance was \$143,172.40. There were 14 allocations at \$500 (\$7,000 total) and 3 allocations at \$250 (\$750 total) for a total of \$17,750 disbursed. Deanna Moore contributed \$40. Thank you, Deanna! The ending balance is \$135,462.40. There was a question about Staff Council votes for appeals on Tuition Assistance. If at least one half of Staff Council votes in favor of the appeal, it is awarded.
- c. **Foundation Fund Interest Account:** The beginning balance was \$10,753.62. There were 6 scholarship allocations at \$500 (\$3,000 total), leaving an ending balance of \$7,753.62.
- d. **University Endowment Fund (Principle):** The beginning balance was \$67,830.33. Johnna Elms contributed \$10. Thank you, Johnna! The ending balance is \$67,840.33.

- e. **Staff Leadership Scholarship account:** There was no change. The balance remains at \$1,327.75. Stephanie brought up that the deadlines for these scholarships are November 1 to apply for the Spring semesters, and April 1 for the Fall semesters.
- f. **A question about the Tuition Assistance Fund:** How is it replenished? There is an allocation deposited into the account at the beginning of the fiscal year.
- g. **Discussion:** Perhaps change the Tuition Assistance amount in the Summer semesters since there are no staff scholarships available.

Andrew moved to accept the Treasurer's report as presented, and Barb seconded. All voted to approve the Treasurer's report as presented.

5. Old Business:

- a. **Employee of the Month records:** At the request of a number of people, Misty and Mary are tracking down the Employee of the Month and Employee of the Year winners for as far back as we can. One reason is to have a history of the awards, maybe to post on the website. Try to make sure the Employee of the Month is mentioned in the minutes for official records.
- b. **Staff Tuition Assistance/Scholarship update:** Lance Ortiz has the updates that we voted on at the January 9 meeting. We are waiting to hear back from him.
- c. **I Caught You Caring wrap up:** Tracy reported that 174 people were nominated. There were a few nominated more than once. The submitted forms were delivered to everyone nominated. Trey asked if this should be done more than once a year. According to a brief history of Staff Council, this was the 20th year for I Caught You Caring. It has always been in February, close to Valentine's Day.
- d. **Student Appreciation Luncheon:** The luncheon is Wednesday, April 9. Members of Staff Council will receive tickets to sell. This is not a fundraiser for Staff Council as originally intended, but we have been helping Career Services out with this event. Jana Nixon, the Student Employment Coordinator, has BethAnn's notes from last year, and will go with that.
- e. **New Staff Orientation:** Trey attended a new staff orientation. It went well. The Business and Finance video has incorrect information in it and should be updated. Could the script be rewritten or updated so that Broadcasting could film an updated video? Julie asked about adding information about other WT sites to the orientation. There is an issue of resources and time to do or redo some of these.

6. New Business:

- a. **Scholarship Reversal definition:** There is nothing in writing about what to do if a scholarship is reversed due to a staff member having to drop a class. Each situation is different. Staff members usually do not drop a class except for increased workload, illness, or other quite valid reasons. Misty pointed out that fees go up substantially for someone enrolled in 4 or more hours, and the scholarship helps with that. Depending on when a class is dropped, the full cost must still be paid. According to the Scholarship Office, so few people apply for the Staff Leadership scholarship that there is no competition. The deadlines for applying seem to be quite hard and fast on their end for this particular scholarship. Could the scholarship instrument be rewritten to allow for books and other costs above and beyond tuition? However, scholarships are not "on the books" until after classes start, which could be a problem. Perhaps rewrite the instrument to allow for awards during the summer.
 - i. The maximum amount awarded to any staff member during a long semester is \$1,000: \$500 tuition assistance and \$500 scholarship.
 - ii. Could tuition assistance be increased to cover 3 hours? Staff have 6 fees waived, which helps. Books are an expense. Could the bookstore sell books to staff at cost? Book reimbursement has been done in the past (see [minutes from September 2008 meeting](#) for more details). What about tuition waivers for part-time employees?
- b. **Staff Council Elections begin in April:** EEO-6 and EEO-7 staff numbers have decreased dramatically with outsourcing to SSC. EEO-6 has 11 people and EEO-7 has 9 people. Are SSC employees included? If so, then the bylaws need to be updated. Much discussion followed. It is difficult to make very specific rules. Stephanie suggested that be one representative on Staff Council for every 30 employees, and at least 1 from each EEO category. Trey suggested that any outsourced group is welcome to send a representative to any Staff Council meeting.
- c. **Website information:** As mentioned above, work is being done to update Employee of the Month and Employee of the Year winners. A photo and the nomination could be posted on

the Staff Council website. Zack has the PowerPoint from last year's All Staff Meeting, which could be used. Stephanie had put information a flash drive, which she gave to Linda. Did that flash drive get to Misty? There is also a Staff Council folder on the G: drive. Who has access to it?

7. **Other Business:**

- a. **Chancellor's letter on health insurance:** Andrew mentioned the letter that was sent to all faculty and staff regarding having an annual physical to be eligible for the lowest insurance premiums. If that's the case, why aren't such health and wellness opportunities as the Activities Center made available to staff for free? (Students pay activity fees, so faculty and staff have to pay fees as well.) Why do we have to pay just to use the walking track, for example? How can we go about getting this changed? Misty will look into this. Staff members do get an extra 20 minutes at lunch if they are exercising (must have the approval of their supervisor).
8. **Adjournment:** Tracy moved to adjourn the meeting, and Betsey seconded. Misty adjourned the meeting at 3:14 p.m.

Next Staff Council meeting is **Thursday, March 20**, in the Buff Branding Room (Rm. 12) of the JBK.

Respectfully submitted by Mary Rausch, Secretary