

Staff Council Meeting Minutes – April 12, 2018

Attendance – 13 meetings since June 2017.

2017-2018 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2017
Adams, Amie	2018	SSC	Y	11
Allen, Thomas	2018	SSC	Y	10
Andersen, Rik	2019	EEO 3	Y	13
Bowen, Bill	2018	EEO 1	Y	12
Brown, Randy	2019	EEO 1	N	3
Buckelew, Vicky	2019	EEO 4	N	2
Fox, Karen	2018	EEO 3	Y	9
Haasl, Lora	2018	EEO 3	Y	10
Hampton, Nancy	2018	EEO 1	Y	11
Kopke, Kim	2018	EEO 5	Y	13
Lawson, Amanda	2019	EEO 3	Y	7
Lively, Darcy	2018	EEO 3	Y	8
McNeill, Walter	2019	SSC	N	2
Palmer, Barbara	2019	EEO1	N	0
Peacock, Nicolas	2018	EEO 5-7	Y	7
Reid, Leo	2018	EEO 1	N	6
Seymour, Max	2019	EEO 1	N	9
Simmons, Shawna	2019	EEO 3	Y	9
Vinyard, Michelle	2018	EEO 3	Y	12
Ward, Megan	2018	EEO 4	Y	11
Womble, Lynsee	2018	Ex Officio	Y	9

1. **Call to Order** – Megan called the meeting to order at 2:04pm
2. **Review of Minutes from previous meeting, March 8, 2018**
 - a. Bill moved for approval and Amie seconded his motion
 - b. Unanimously approved
3. **Treasurer’s Report** (March 9, 2018 – April 12, 2018) – Nancy
 - a. Michelle moved for approval and her motion was seconded by Shawna
 - b. Passed unanimously
4. **Old Business**
 - a. Update on food order for Employee of the Month with the President’s Office
 - i. Continue as normal through May 2018
 - ii. Beginning June 2018
 1. Staff Council places order
 2. President covering cost of food

- a. Menu will be revamped to meet \$100 minimum amount for delivery fee to be waived
 - b. Saves Staff Council \$1200 in a fiscal year saving funds which can be used for other events
 - c. Ensure process in writing making an easy transition for future membership and committees
 - b. End of Year Reception approaching
- 5. Updates from Staff Council Subcommittees**
- a. Employee of the Month (Chair – Michelle Vinyard)
 - i. Kristi Neill is April 2018 recipient and the reception is scheduled for 10:00am April 23rd
 - b. Scholarship & Tuition Assistance (Chair – Lora Haasl)
 - i. Reading of verbiage of Scholarship Instrument for WTAMU Staff Leadership Scholarship
 - 1. Discussion regarding changes in scholarship name/criteria/verbiage for clarification
 - a. History and verbiage meant for former WT Staff now employed by SSC (with no break in employment)
 - 2. Committee will present recommendations and draft verbiage at a future meeting
 - ii. Student Employee Luncheon that was held April 4th
 - 1. Thanks to all who helped and 510 were served
 - 2. In the past the luncheon was a fundraiser for Staff Council
 - a. \$3.13 per plate was paid by Student Employment
 - b. Considering an increase in cost to help make a donation vs Staff Council paying more than collected
 - c. Student Employment paid 2018
 - d. Checking on 2017 payment
 - c. Staff Appreciation (Chair – Karen Fox)
 - i. Snow Cone event is scheduled for May 3rd from 2pm to 4pm (2018SP Dead Day)
 - d. Election Committee (Chair – Lynsee Womble)
 - i. Elections
 - 1. There were changes in EEO categories
 - a. No replacements needed in EEO1 category
 - 2. Several WT staff have self-nominated
 - 3. Need 3 more SSC representatives
 - a. Walter remaining on as a member
 - e. Homecoming (Chair – Bill Bowen) – no report
 - f. Staff Development (Chair – Darcy Lively) – no report
- 6. New Business**
- a. All Staff Meeting
 - i. May 2nd 3pm in Legacy Hall
 - 1. Need donations collected (see list of last year’s donors)
 - 2. Megan will reach out to the Vice Presidents
 - 3. Buffalo Gold Card swipes at the door and 8 volunteers are needed
 - 4. Megan will order cookies and punch (President’s Office to fund)

5. Working with President's Office to work through tasks list and follow-ups so transitions are more streamlined from year to year

7. **Announcements**

- a. We will have our meeting on April 26th
- b. Relationship building between faculty and staff is not isolated to WT

8. **Adjournment** – 3:15pm

- a. Michelle moved for adjournment and Amie seconded her motion
- b. All voted in favor

Next meeting is scheduled for April 26, 2018 at 2pm in Buff Branding Room 12.

Respectfully submitted by Secretary, Kim Kopke