

Staff Council Meeting Minutes – March 12, 2020

Attendance –10 meeting since June 2019

2019-2020 Staff Council Member	Term	EEO Category	Present	Meetings Attended Since June 2019
Broughton Kendra	2020	EEO 5-7	Y	7
Castagnetta, Tamara	2021	EEO 3	Y	8
DePue, Brooke	2020	EEO 3	Y	8
Eller, Ashley	2020	EEO 4	Y	9
Fisher, Nanna	2020	EEO 3	N	8
Galloway, Carolina	2021	EEO 1	Y	5
Hall, Ronnie	2021	EEO 3	Y	6
Johnson, Brandon	2020	EEO 5-7	N	1
Kotara, Rick	2020	SSC	N	0
Mayo, Jeff	2020	EEO 4	Y	9
McKinley, Steven	2020	SSC	Y	8
Melcher, Dana	2021	EEO 1	N	8
Pacheco, Brandy	2020	EEO 4	Y	7
Palmer, Barbara	2020	EEO1	Y	7
Paschel, Alyssa	2021	EEO 3	Y	9
Reagan, Michael	2020	EEO 3	N	5
Riggs, Cindy	2020	SSC	N	7
Rosales, Misael	2020	SSC	Y	8
Seymour, Max	2019	Ex Officio	N	7
Stocker, Betty	2021	EEO 4	Y	7
Sulik, Jeff	2021	EEO 1	N	7
Wilson, David	2020	EEO 3	Y	9

1. **Call to Order** – David called the meeting to order at 2:00 p.m.
2. **Review/Approval of Minutes from previous meeting**, February 13, 2020
 - a. Brooke motioned for approval, motion seconded by Betty - Minutes approved
3. **Old Business**
 - a. Reminder: “HOW TO Binders” for your committees on the Staff Council g-drive: Please have updated by April
4. **Treasurer’s Report**
 - a. Treasurers report tabled from February 13, 2020 meeting (January 9, 2020 through February 13, 2020) approved
 - b. Review of report from February 13, 2020 through March 12, 2020
 - c. Treasurers report approved

5. Staff Council Subcommittees

- a. Treasurer & Scholarship
 - i. Committee has not met since last Staff Council meeting, but has worked on their mission statement
 - ii. Scholarship update: A total of 8 Staff Leadership Scholarships and Dependent Scholarships were awarded in varied amounts, for a total of \$3,000
- b. Employee of the Month
 - i. Shaina Hembree's Employee of the Month Reception had a lower turn-out at first, but people came and went for a good showing; it was held on March 11, 2020
 - ii. Kyle Hawbaker was chosen for March 2020 Employee of the Month, his Reception date and time are still to be determined at the time of this meeting
 - iii. Jeff M. spoke of Jeff Baylor's idea of having subsequent Employee of the Month Receptions in the newly remodeled Old Main second floor entrance lobby where Bucky is displayed. The committee will create signage to place in the hallway in front of Board of Regents room on the day of the next few Employee of the Month receptions so as to direct attendees to the new location
- c. Staff Appreciation and Events
 - i. I Caught You Caring update:
 - 1. Total raised: \$1,879
 - 2. 738 nominations, including staff, faculty and students [304 staff only]
 - a. \$1,520 awarded to staff's gold cards
 - b. \$8.98 in candy given to faculty and students
 - c. \$8.95 for cost of sponsor thank you cards
 - 3. Julie Harvel was drawn for the prize winner
- d. Spirit Committee
 - i. David asked Michael to be in charge of prize acquisition for the All-Staff Meeting
 - 1. Contact him if you would like to donate
- e. Staff Development
 - i. The Second Cup of Coffee on March 10, 2020 went well with 73 attendees and Brooke reported that using the Keurigs worked well
 - 1. Contact Brooke if you would like to host a future Second Cup of Coffee
 - 2. For the next event, the committee will send out an email blast and utilize social media; Ashley suggested to send an email to department administrative assistants and department heads; David suggested that after the email blast, send a targeted email to specific people
 - 3. Alyssa had someone ask her if the Staff Council had plans to have an event at the Harrington Academic Hall Amarillo Center
- f. Communications and Outreach
 - i. Tamara, speaking for Nanna had no committee updates
 - ii. Requested that if anyone had ideas for a Did You Know to email them to Nanna
- g. Election
 - i. David spoke for Max and said that Max had sent the nomination emails out and he will reach out to those nominated after Spring Break
 - ii. After those nominated accept, Max will work on the ballot

- h. Policy Subcommittees
 - i. Alternative Summer Schedule
 - 1. David spoke for Jeff S. and said that Jeff S. is working on updating the proposal in a procedure template and David will take to the President at their next standing meeting
 - 2. Question asked: could certain departments be open later if procedure was to be open from 8 a.m. to 4 p.m.
 - ii. Relaxed Dress Code
 - 1. Zack Workman suggested using weather.gov, not local weather stations, for uniformity; Ashley and Barbara agreed
 - 2. Tamara will put proposal in a procedure format and will amend with Zack Workman's idea of using weather.gov
 - 3. The procedure should come from the President so it will be official

6. New Business

- a. Proposed Bylaws changes were sent out to everyone
 - i. Discussion: Tamara had change to Treasurer and Scholarship Committee: WTAMU Staff Leadership Scholarship (awarded to Staff dependents)
 - 1. A motion was made by Ashley and seconded by Tamara to accept the changes; changes accepted with proposed edits
 - ii. David is working with officers to put their role descriptions into the bylaws
- b. COVID-19 and attendance
 - i. Contingency plans are being worked on in case of campus closure, Staff Council will wait for direction from the top

7. Final Comments from the President

- a. Continue being a VOICE for fellow staff and consider serving as an Officer or Committee Chair for next year
- b. David read email regarding Staff Council forum for TAMUS Schools about sharing information and will keep us posted on developments
- c. David and the President met and discussed the future of tuition assistance. The President would like to do more. One idea is instead of a scholarship, the entire 3 hours of tuition would be covered for staff and dependents as WTSU did in the past. David has an upcoming meeting with the President and will discuss further; The Staff Council agreed that it is a good idea that the dependent scholarship remain
- d. Staff involvement discussion-would need to come from the President

8. Announcements

- a. David suggested that degree recognition should be based on academic year, instead of waiting a year to be recognized
- b. WTAMU campus to become tobacco and vape free effective June 1, 2020
- c. Merit /equity pay for FY 2021 is anticipated at a 1.5-2% increase
- d. College of Business infographic was passed out and discussed

- i. David asked that the College of Business use our logo, and that a section be added about tuition assistance with wording *conditions apply and based on funding availability; Carolina pointed out some typos that need corrected
- e. The Staff Council congratulated Brooke on earning her Doctorate

9. Adjournment

- a. David adjourned the meeting at 3:04 p.m.

Next meeting is scheduled for April 9, 2020 at 2pm via WebEx
Respectfully submitted by Secretary, Jeff Mayo