Staff Council Meeting Minutes – April 12, 2018

Attendance – 13 meetings since June 2017.

<table>
<thead>
<tr>
<th>2017-2018 Staff Council Member</th>
<th>Term</th>
<th>EEO Category</th>
<th>Present</th>
<th>Meetings Attended Since June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Amie</td>
<td>2018</td>
<td>SSC</td>
<td>Y</td>
<td>11</td>
</tr>
<tr>
<td>Allen, Thomas</td>
<td>2018</td>
<td>SSC</td>
<td>Y</td>
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<tr>
<td>Andersen, Rik</td>
<td>2019</td>
<td>EEO 3</td>
<td>Y</td>
<td>13</td>
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<td>Bowen, Bill</td>
<td>2018</td>
<td>EEO 1</td>
<td>Y</td>
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<td>Brown, Randy</td>
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<td>EEO 4</td>
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<td>Fox, Karen</td>
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<td>EEO 5</td>
<td>Y</td>
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<td>Lively, Darcy</td>
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<td>Palmer, Barbara</td>
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<td>EEO1</td>
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<td>Peacock, Nicolas</td>
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<td>Seymour, Max</td>
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<td>Simmons, Shawna</td>
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<td>Vinyard, Michelle</td>
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<td>Ward, Megan</td>
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<tr>
<td>Womble, Lynsee</td>
<td>2018</td>
<td>Ex Officio</td>
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</table>

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 26\textsuperscript{th}
   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