Call to Order – David called the meeting to order at 2:04 p.m.

2. Review/Approval of Minutes from previous meeting, June 11, 2019
   a. Brooke motioned for approval with revisions and motion seconded by Amber - Minutes approved
   b. Revisions: Dana Melcher’s EEO Category changed to 1

3. Treasurer’s Report (Ashley)
   b. Betty motioned to approve reports and Ashley seconded - Report approved

4. Old Business (David)
   a. WTAMU Blood Drive on June 26, 2018
i. Great response; 58 people signed up; 41 were able to donate
ii. In addition to what was on the flyer, bundtlet cakes and pizza were given to donors
iii. Staff Council donated $25 in Buff Cash
b. Discussed subcommittee Sign-Up
c. Cindy Riggs will fill-in for Leroy Lucero

5. **Staff Council Subcommittees**
   a. Employee of the Month
      i. July Employee of the Month-Megan Ward, August 5, 2019 at 3:30 p.m. in front of the Board of Regents Room, Old Main 317
   b. Staff Appreciation
      i. Amber will get with Amanda and gather information from last year
   c. Homecoming
      i. No updates
   d. Staff Development
      i. Brooke and the committee will brainstorm for new ideas and ideas for something different than the Gingerbread House contest at the Christmas Party
   e. Scholarship & Tuition Assistance
      i. Dana-Lots of calls inquiring about changes. Deadline is 12th class day of fall 2019
   f. Election
      i. No updates

6. **Final Comments from the President**
   a. Reminder that we as a committee are voice for fellow staff
   b. Reminder that the Staff Council meetings are open to all
   c. President of Staff Council attends New Staff Orientation
   d. David would like Staff Council to brainstorm for new ideas

7. **New Business**
   a. Grievance Committee
      i. SEES Office needs 2 staff members from Staff Council
      ii. Tamara volunteered
   b. Diversity and Inclusion
      i. Amanda Rogers needs a volunteer for an all-day retreat
      ii. Brandy volunteered
   c. Communication Committee needed
      i. Mary Rausch has been updating website but has not been updated in awhile
      ii. Amber motioned to form committee to update Staff Council website and social media account, Ashley seconded, motion carried
      iii. Nanna volunteered for chair, Ashley volunteered to help if needed
   d. Reminders
      i. New Staff Council members schedule photo with Rik Andersen
      ii. Faculty Staff Convocation is on Wednesday, August 21, 2019 at 2:30 p.m. in Mary Moody Northen Recital Hall
      iii. Move in Herd volunteers needed; Sign-up form is online; Please encourages others to sign up; Community members can volunteer as well
8. **Announcements**
   a. Ashley Eller asked members to send her receipts and/or IDR’s for any ProCard charges so she can reconcile accounts

9. **Adjournment** – 2:38 p.m.
   a. Amber moved for adjournment and Nanna seconded the motion

Next meeting is scheduled for August 8, 2019 at 2pm in **JBK Senate Chamber 16**.

Respectfully submitted by Secretary, Jeff Mayo