

## *Staff Council Meeting Minutes*

<sup>th</sup>, the April meeting minutes were emailed to all Staff Council representatives by Jennifer Alexander. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve minutes was made by Kimberly Johnson and seconded by Dawn Caplinger. All members were in favor and none opposed. Minutes approved.

### III. **Treasurers Report** – Carolyn Tucker

Carolyn Tucker submitted the following balances:

- E-board: \$356.65
- Friends of Staff Council: \$3,719.23
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- Staff Affairs: \$0.00

A motion to approve the May treasurer's report was made by Angela Whitlock and seconded by Justin Ball. All members were in favor and none opposed. Treasurer's Report approved.

### IV. **Chairs Reports** – Megan Hobbs-Barrett

**Bearkat Family Photo Day** - held on April 27<sup>h</sup>. Over one hundred families took part in this event. For those who participated, you will receive an email with the link to the photos within two weeks. Trying to determine when is the best time to schedule this event – Spring or Fall.

**Impact Committee**- Did not meet in April

**Academic Calendar** – Did not meet in April

**Staff Excellence Award Committee**- Nominations were reviewed and the awardees' names were sent to the President's office.

**Meeting –**

## **VI. Ad Hoc Committee Reports**

Sustainability Committee: Evan Anderson

Earth Day events had a great turn out for April 22. The website for Sustainability is operational; edits are currently being performed.

Calendar: Megan Hobbs-Barrett

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Kimberly Johnson

No report.

## **VII. Old Business: Updates, Discussion, or Action**

Textbook Award –

The award guidelines, application, application form, and rubric were revised with suggested edits and shared to staff council members for review.

Conversation was tabled for more review and set to bring back at the June general meeting.

## **VIII. New Business: Updates, Discussion, or Action**

Accepting officer nominations for next year. Every year we elect a chair elect, secretary, and treasurer. Officer nominations will be accepted via email until the next Staff Council meeting.

Chair-Elect – responsible for conducting staff council and executive board meetings, helping with meeting agendas, serves on additional committees representing staff council, helps with various projects, works closely with chair elect to prepare them for their term. Assumes the position on the chair and shadows the current chair position for a year.

Justin Ball was nominated by Melissa Fadler and he accepted the nomination.

Secretary – Reserve meeting rooms for Exec. Board Meetings and General Council meetings with LSC (August- July)

Responsibilities - Send out Outlook calendar reminders to Exec Board Meetings and General Council meetings. Create a mailing list designated for Staff Council. This will make emailing everyone easier. Create a work order to give access and take away access of T: drive/ Staff Council folder. Create name cards for each new member (template on the T: Drive)

Kristin Ware was nominated by Jennifer Alexander and she accepted the nomination.

Treasurer – responsible for the financial aspects of staff council functions. It includes making deposits into staff council accounts, purchases according to university policies and regulations. The treasurer handles the P-card, manages a spreadsheet of all committees, Aramark, and purchase orders. Reconciles the accounts, provides a monthly treasurer’s report, and creates FO19’s through Dr. Hernandez’s office when needed.

No nominations were received.

Please email Melissa Fadler or Megan Hobbs-Barrett with any questions or nominations.

Melissa Fadler – the Faculty & Staff golf league that takes place in June & July; it is a two-person scramble. Your team plays 8 rounds (9 holes) of golf over the summer in a round robin set up. It is \$85 and it includes the cart. There is also a three-club tournament and banquet.

#### Divisional Updates:

Donna Gilbert – The Alumni association launched a new app, KatApp, discounts are available for goods & services on the app.

Chanda Brown – UPD - Graduation starts on Thursday, 5/9 through Saturday 5/11 and we should expect traffic and less available parking. UPD has hired Steven Jeter as Associate Director Emergency Preparedness & Safety.

Stephen Wong – Registrar’s Office – There is a rain plan for graduation.

Kimberly Johnson – 1<sup>st</sup> Year Experience – The book selected for the common reader is “Educated” by Tara Westover. Copies are available in their office, AB IV, room 202.

Katelyn Earp – Residence Life – Randel, Vick, and Spivey houses will be demolished after graduation.

### **IX. Upcoming/Future Events**

Spotlight on Staff –Thursday, May 9<sup>th</sup> – Brandi O’Bannon – HR – 2nd floor, Thomason

Hot Topics in Higher Ed – Max Walling presenting on May 14<sup>th</sup>, 9a-10:30a, Talent Management registration

Spring Social, May 23<sup>rd</sup> in the LSC Bowling Alley from 3p-5p

Staff Council service event - 32<sup>nd</sup> General Sam Houston Folk Festival – volunteer on Friday, May 17<sup>th</sup> 9a-3p – sign up online

Staff Council Retreat, mark your calendars, July 10<sup>th</sup> – Walker Education Center

Next Council Meeting – June 12, 2019 @ 1:30pm in LSC 241

**X. Adjournment**

Melissa Fadler made a motion to adjourn the meeting, and Donna Gilbert seconded.  
Meeting was adjourned.

Minutes submitted by: Jennifer Alexander