

Staff Council Meeting

August 11, 2009

Minutes

Staff Meeting began at 1:05 with Jo Anne Hawthorne, out-going Staff Council President, presiding over the meeting. She introduced Lewis Benavides, Associate VP of Human Resources, as the Staff Council advisor. Jo Anne outlined each of the Executive Staff Council duties and the representatives filling those positions.

The Communications committee gave their annual review report. Tim Wolf updated the Staff Council web pages.

Human Resources committee representative was not present to give a report, but Jo Anne gave a brief description of what this committee covers and the tasks it addressed during the past term.

Membership and Elections committee gave their annual summary indicating it reviewed Staff Council By-laws and Constitution, as well as handled the nominations and election of the new representative to start their terms in 2009.

Professional Development Committee reported successful Staff Development Day this past spring.

Treasurer's position duties were discussed; purchasing, awards, (Pioneer Proud) etc.

Treasurer's report given: Spent \$1801.78, \$162.00 on Pioneer Proud prizes, name tags and folders. There is \$641.23 remaining. There is an average of 450 Pioneer Proud recommendations. Pioneer Proud will become an annual event for cost and time reasons.

July 2009 Staff Council minutes reviewed, and approved.

All 2008-2009 Staff Council members who are finished serving on Staff Council were excused.

Anne Downing, President of Staff Council for 2009-2010, welcomed Tim Wolf as President elect and explained how they came about these positions. She also welcomed the other Executive Committee members: Mary Jo Frederick- V.P.; Cheryl Holcombe-Parliamentarian; Tammy McDaniel-Secretary; and the unfilled Treasurer position.

Introductions were made with the 2009-2010 Staff Council members.

Anne brought up some of the Goals and Objectives for the new Staff Council term.

Lewis Benavides is the Staff Council advisor. He explained his role in assisting the Staff Council, saying that the next few years will be a challenge. The staff satisfaction survey results will be crucial, as well as

the next two years in general. Top 5 concerns and finding funds for various Staff council needs will be addressed.

Anne moved on with the meeting mentioning that the Treasurer position needs to be filled. She explained the standard way of election. Since we presently have an emergency situation (no member with one-year prior service able to serve and the outgoing treasurer declining invitation to continue service) it was decided to waive the one-year service requirement and open the position for any of the new staff members to volunteer. Lori Richman asked a few questions, Tammy McDaniel nominated her, it was seconded, and Lori was unanimously voted in to serve as Treasurer for 2009-10 term.

Harry Winn motioned to confirm the new executive officers, Gail Orlando seconded and executive officers were confirmed for Staff Council.

Anne reviewed the time-line for Staff Council and the breakdown of the committee's busy times.

The Staff Council committee selection form was reviewed, and non executive members were asked to fill out with their choices of committees to serve on.

Meeting dates and times discussed. Mary Jo Frederick brought up a change of time from 1:00 to 2:00 instead, unanimously voted on by Staff Council for 1st Tuesday of the month at 2:00.

Staff Council participation in New Employee Orientation (NEO) was discussed and a sign -up sheet for the various Staff Council members to address the new employees at the NEO's was passed around for sign up.

Staff Council has a nice tri-fold brochure that needs to be updated for the NEO; however, the idea of updating and using a plain one-page memo style with the Staff Council names seemed to be a more cost effective way of distributing this information to the new employees. Mentioned and voted into effect is a new plan that the Staff Council member who gives a brief presentation at each NEO will contact, via email, each new TWU employee in that session with this membership roster and brief description of the Staff Council and its functions. This seems to be more personal and welcoming to the new TWU employees.

Anne mentioned the Staff Council sends out condolence cards to TWU staff, and this is a nice touch since she shared a couple of notes from TWU staff members who have received one.

Anne asked us to review the staff satisfaction survey to prepare for the next meeting discussions.

Date of next Staff Council meeting is September 1, 2009, SH 402 at 2:00 p.m.

Anne closed with an inspirational "Be" attitudes poem.

Meeting adjourned 2:00.