

# Minutes

# Staff Council Meeting

December 6, 2005

1:00 p.m.

ACT 16<sup>th</sup> floor

Type of meeting:

Regular Monthly Meeting

Facilitator:

Tracey MacGowan, President

Note taker:

Brenda Grossie, Secretary

Attendees:

Ron Arender, LaMargo Branch, Eugene Duperry, Nancy Gotcher, Jane Graham, Brenda Grossie, Kathleen Hedges, Priyanka Lalwani, Tammy McDaniel, Barbara Meriwether, Raymona Newton-Kirkpatrick, Paul Nichols, Beth Palmer, James Pierce, Teresa Pierce, Judy Prouty, Corin Walker.

Absent:

Colleen Ferguson\*, Marlene Heckel, Cheryl Holcombe, Stephen Ramos, Robbie Reid

\*prior notification of absence

## Agenda Topics

### **I. Call to Order**

The meeting was called to order at 1:07 p.m. President Tracey MacGowan presided.

### **II. Reading and Approval of Minutes**

Corin Walker made a motion that the minutes of November 3, 2005 be approved as noted for correction. Kathleen Hedges seconded the motion.

### **III. Standing Committees Reports**

#### **A. Executive Committee**

- a. Will meet after the Regular Staff Council Meeting today.

#### **B. Communications Committee**

- a. Has scheduled a meeting for December 8, 2005 and will provide feedback to the Council following that meeting.

#### **C. Elections**

- a. Twan in IT has set up a program to run the list.

#### **D. Human Resources**

- a. Met and discussed facility issues/concerns. Will get facts vs. thoughts. They will also get with Houston to see how they are doing things. Also discuss the lack of e-mail and portal access – not aware of University events or training or scholarships. Work non-traditional hours and are subjected to variable conditions. Also discussed staff development oracle (time) legal issues.

### **E. Professional Development Day Committee**

- a. Moving forward with plans. There is a panel scheduled for the morning with breakout sessions in the afternoon – Excel and Outlook are scheduled for a 30 minute session each. The Wellness Center will have information and staff there to answer questions.
- b. The results of the event will be measured for future event planning.

### **F. Service Committee**

- a. An emergency staff fund was discussed with HR. Benavides is researching. UT currently supports such a fund called the Hearts of Texas.

### **G. Treasurer's Report**

- a. Ron Arender gave the Treasurer's report. Budget funds are coming out of an 11 account.
- b. 37 calendars have sold for \$370. \$412 will go toward Staff Development Day.

### **H. Pioneer Proud**

## **VI. Old Business**

Mingo Road trash pick up. Tracy proposed that we discontinue – Gene seconded. Majority voted to discontinue. We will focus on education of staff to met portfolio requirements for performance evaluations.

## **VII. New Business/Announcements**

Nancy Gotcher will do a presentation of the State of Texas Employee Union at a future meeting.

Tracy brought up on-going attendance issues and concerns. The Council discussed the negative ramifications of elected members not attending on a regular basis. Jo Ann Hawthorne has gone to the final steps to have a member resign when they would attend and then be absent again until notified. The consensus is that by modification of the Bylaws, we can ensure that members are aware of their need to serve and the consequences of not attending. Tammy McDaniel moved that we amend the Bylaws. Beth Palmer seconded.

Tracy met with UNT's Staff Council. TWU exceeds UNT in accomplishments by the Staff Council. Their structure is supported by their H/R Department. Our communications is move open and more responsive. Faculty does respond to TWU request more than UNT. We have many common issues and most were as we addressed in our top 5 that were presented to Dr. Stuart. Tracy was able to provide information UNT would be able to use. They are interested in collaborating with TWU on community and University issues. Joint committees will be discussed. The structures of meetings was also discussed. UNT has an open meeting format; TWU is not clear. We will work on establishing a clear protocol and communicate the information to the University at a later date.

Tracy met with Dr. McGillin, Staff Council representative. Dr. McGillin is aware of our concerns and thinks H/R should be fiscally supportive of Staff Council. Dr. McGillin is supportive of our organization and encourages us to clearly define our needs and she will help facilitate moving to the next step in the process.

Dr. Bednar has asked the Staff Council to be proactive in upgrading the secretarial positions to administrative assistants.

The Executive Committee will meet immediately after the Staff Council meeting.

All committees will be updated and redistributed.

## **VIII. Meeting adjourned at 2:35 p.m.**

*Next meeting: 1/3/2006 at 1:00 p.m. in ACT 16*