

# Minutes

# Staff Council Meeting

September 6, 2005

1:00 p.m.

ACT 16<sup>th</sup> floor

Type of meeting:	Regular Monthly Meeting
Facilitator:	Jo Anne Hawthorne, President
Note taker:	Tammy McDaniel and Brenda Grossie
Attendees:	Ron, Arender, LaMargo Branch, Eugene Duperry, Colleen Ferguson, Nancy Gotcher, Jane Graham, Brenda Grossie, Marlene Heckel, Kathleen Hedges, Cheryl Holcombe, JoAnne Hawthorne, Priyanka Lalwani, Tracey MacGowan, Tammy McDaniel, Raymona Newton, Beth Palmer, James Pierce, Teresa Pierce, Judy Prouty, Robbie Reid, Corin Walker,
Absent:	Barbara Meriwether, Paul Nichols (unexcused), Stephen Ramos (unexcused), Marti Wall <small>*prior notification of absence</small>

## Agenda Topics

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

The meeting was called to order at 1:03 p.m. President Jo Anne Hawthorne presided.

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

Correction of Corin Walker's last name. Tammy McDaniel made a motion that the minutes of August 2, 2005 be approved as published. Kathleen Hedges seconded the motion.

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

None presented at this time.

### **IV. Election of Officers**

There was one nominee for each position so ballots were cast for each and the officers for 2005-2006 are as follows.

President	Tracey MacGowan
1 <sup>st</sup> Vice President	Kathleen Hedges
2 <sup>nd</sup> Vice President	Ramona Newton Kirkpatrick
Treasurer	Ron Arender
Corresponding Secretary	Tammy McDaniel
Recording Secretary	Brenda Grossie
Parliamentarian	James Pierce

## V. Old Business

- Top 5 list was reviewed and final comments and corrections to be incorporated by the subcommittee and submitted to Dr. Stuart.

### **Specifics to be addressed:**

Facilities – concern about administrative hours, HVACX, University closures, access to timesheets, overtime, Oracle issues. We understand these issues are being addressed.

Cost effectiveness of HVAC operational hours to be researched.

Combine Oracle HR/Payroll issues

Timely posting

Object codes

Training – additional personnel in training

Communications – one location for all with online forms

Training section to possibly link to on-line forms.

Meeting notifications – change to campus wide events – campus operators need to be notified

Central posting of campus events

Work-overload – restate the details, emphasis on precise wording

Parking – 311 slots, 1100 decals sold (Parkland)

New lot on Grove Street, parking garage, other school research financial standards  
Dallas, Denton, and Houston specific parking issues to be researched

- Clean-up on Mingo Road was discussed and it was decided to continue with the project.
- James Pierce asked a question of the members regarding how items via purchase order are to be received – by Shipping or by the receiving Department.
- Calendars are at the Printers.

## VII. New Business/Announcements

None presented at this time.

## VIII. Meeting adjourned at 2:25 p.m.

*Next meeting: October 4, 2005 at 1:00 p.m. in ACT 16*