

# Minutes

# Staff Council Meeting

December 4, 2007

1:00 p.m.

ACT 16

Type of meeting:	Regular Monthly Meeting
Facilitator:	Allison Peterson, President
Note taker:	Jana Bates, Recording Secretary
Attendees:	Bates, Jana;; Brightman, Chantel; Brison, Jason; Compton-Winbush, Sandra; Cowan, Sharon; Darling, Barbara; Elliott, Desiree; Foster, Megan;; Graham, Jane; Hawthorne, Jo Anne;; Ishee, Karen; Mallory, Brenda; McDaniel, Teresa; Peterson, Allison; Rupani, Tiffany; Scott, Tesse; Shelton, Inez;; Stoehr, Naomi; Williams, Christina
Absent:	* Bland, Michele; *Duperry, Tonie; * Golleher, Brandie; *Hill, Pamela; *Hood, Tammy Raines, Christy; *Richardson, Kimberly; *Stamm, Kathlyn <i>*prior notification of absence</i>

## Agenda Topics

- I. The meeting was called to order at 1:00.
- II. Minutes of the November, 2007 meeting were approved.
- III. Treasurer's Report – No change from last month

Total Budget	\$9566.91 (Includes FY07 Budget Carry over)***
FY 07 Expenses	<u>-902.20</u> (Positive Promotions purchases for Pioneer Proud)
Remaining Balance	\$8664.71

\*\*\*Carry over of \$934.70 may be removed, leaving total available funds of \$7730.01.
- IV. Standing Committees Reports
  - A. **Executive Committee – Allison Peterson, Chair**

Discussion was held concerning the budget issues and problems. Professional Development Day and Pioneer Proud awards are the largest expenses. The committee reviewed the Houston budget request.

The committee also addressed the opportunities for the VPs to address the council and the process to invite them. The purpose of the visits would be to clarify issues affecting the staff. .
  - B. **Communications Committee – Desiree Elliott, Chair**

The committee is continuing to work on documenting processes and procedures.
  - C. **Elections – Jo Anne Hawthorne, Chair**

Jo Anne reported that there is a list of changes to the By-laws that she will be distributing. The completed document will be presented in December or January to suggest changes to the by-laws.

**D. Human Resources – Jana Bates, Chair**

No meeting of the HR committee was held. Committee member names have been sent to Monica Kozak for back up support for the Mentor program for New Employee Orientation.

**E. Professional Development Day Committee – Brandie Golleher, Chair**

**F. Service Committee - Sharon Cowan, Chair**

The committee organized for Pioneer Proud on November 15. There were 214 awards for the Denton Campus. December 19 is the scheduled date for the Dallas and Houston Pioneer Proud awards.

**G. Pioneer Proud – Meghan Foster, Chair**

This is the same information as the Service Committee. Megan will adjust the template on the website to reflect the specific campus.

**VII. Old Business**

A suggested topic for the VPs to address is the change in fee to belong to the Wellness Center. The cost had been \$25 per year for staff. In January, 2007 the fee will be raised to the same amount as students pay for membership, \$75 per semester. At this time most staff are not aware of the change. Our understanding is that even if the fees increase, we will not have access to all of the facilities that students have access to. This seems contraindicative of the programs encouraged by the State of Texas for wellness programs for all state employees. We will start inviting VPs in February to address any issues pertaining to staff that are components of their areas of responsibility.

Other old business items that were mentioned were:

The PTF process, recycling, and snacks in vending machines.

**VIII. New Business/Announcements**

A discussion was held on the entire membership of the Staff Council participating in the New Hire Mentoring program. I will ask Melissa to contact Allie about the program. There was a brief discussion of why the change in Advisors had occurred. The Academic Council had advised that it was a good consideration. Other Universities are organized in this manner and it is felt that it will speed up the response to inquiries on policies and procedures because it will “cut out the middle man” and the questions can go directly to Human Resources.

Desiree Elliott requested that all communications from any Staff Council committee should go through her.

Dr. McGillin solicited volunteers to work at the December commencement on Saturday, the 15<sup>th</sup>. There will be a short meeting/rehearsal the Friday prior, at 1pm.

Lewis Benavides presented results of TWU’s first Staff Satisfaction Survey.

- Results were gathered in a scientific and measurable format, which will allow them to be addressed in a methodical way.
- There was slightly less than 50% participation, which is considered good for this type of survey.
- Because this is a first-time survey we do not have a baseline, but can compare our results to historical information provided by SHRM.
- A follow up action plan was presented. Lewis requested feedback regarding Staff Council’s interest in combining this survey information (general) with the Top 5 (tactical) survey information, and addressing both through a joint effort.

- Dr. Stuart will be our guest at the January full council meeting.

IX. Meeting adjourned at 2:15 p.m.

Next meeting: January 8, 2008 at 1:00 PM in ACT 16