Minutes
July 11, 2017
10:00 a.m. – 12:00 p.m.
Supple Room 376-A

Members in attendance: Adam Clark, Charles Evers, Noel Fuller, Ana Lisa Garza, Treena Herington, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jacqueline Miles, Jack Rahmann, Margie Rodriguez, Samantha Smith, Jodi Torrez, Corey Weber, Illona Weber, Elizabeth Welch

Members not in attendance: Excused – Robert Hanna, Deborah Howell, Jeffery Magness
Unexcused – Leslie Cheromiah

Note: Minutes for previous Staff Council meetings are available at staffcouncil.txstate.edu/meetings/minutes.

(10:00) Call to Order – Adam Clark, Staff Council Chair

SPEAKER & TOUR

Item 1: Texas State Observatory (handout) – Dr. Blagoy Rangelov, Lecturer, Department of Physics

• Astronomy Club – created and driven by students
• Outreach
  ➢ Weekly public hours, manned by 1-2 students
  ➢ 200 documented visitors – at least that many did not sign in
  ➢ Hosted event for November 2016 meteor shower event
  ➢ Provide viewing opportunities at Katherine Anne Porter School in Wimberley and Freeman Ranch for darker sky/less light pollution

• Great American Solar Eclipse on August 21, 2017 – path goes from coast to coast MUST USE SPECIALLY FILTERED GLASSES/TELESCOPE TO VIEW!!!!
  ➢ First coast-to-coast eclipse since 1979; next one will be in 2024
  ➢ Faculty and students traveling to spot near Columbia, Missouri in the path of totality to view corona, which should last ~2.5 minutes
  ➢ Hoping to have Observatory staffed for several hours during partial eclipse, beginning at 12:15 – will contact Council with details

• New Spectrograph with camera greatly enhances research for faculty and students
  ➢ Tracks movement of stars, planets, and other heavenly bodies
  ➢ Tracks brightness of stars

ACTION

(11:00) Item 2: June Meeting Minutes (handout)

Jodi Torrez moved approval of the June minutes, Noel Fuller seconded; the motion was approved by voice vote

DISCUSSION

(11:01) Item 3: Treasurer’s Report (handout) – Deborah Howell, Staff Council Treasurer

• Based on expenditures noted in the handout, current account balances are:
  ➢ Fundraising – $15,490.05
  ➢ Maintenance & Operations (M&O) – $393.84
  ➢ Scholarships – $6,858.60
**ACTION** (11:02)

**Item 4: Officer Elections for Remainder of 2016-2017 Term: Chair-Elect; Member-at-Large, Logistics; and Member-at-Large, Events – Adam Clark**

- Chair-Elect through August, serve as 2017-2018 Chair
  - At the June meeting, Noel Fuller was elected Chair-Elect to fill the vacancy created upon Stephanie Miller’s resignation from Council; in 7/6 email sent to all members, Noel announced his resignation from the position effective 7/11 to ensure that all Council members have sufficient time to consider potential nominees, which did not occur due to the circumstances of the June election
  - Jack Rahman nominated Stephanie Korcheck, who declined due to significant time commitment next year as Chair of the Organizational Effectiveness Committee to revise Bylaws and Operating Procedures
  - plan to run for Chair-Elect in September
  - Jennifer Johnson nominated Adam Clark, who accepted – he acknowledged learning a lot in past year as Chair and would like to serve another term
  - Noel Fuller nominated himself – wants to be more proactive in advancing staff issues
  - Members discussed how to handle vacated Chair position if Adam wins – he would continue to perform Chair duties in August
  - Adam received 11 votes; Noel received 5 votes
- Ana Lisa Garza suggested that officers serve two-year terms – Stephanie indicated that change will be included in proposed Bylaws revisions in the Fall
- Member-at-Large, Logistics through August
  - Jodi Torrez nominated Noel Fuller, who declined
  - Illona Weber nominated Jennifer Johnson, who accepted
  - Jennifer received 15 votes, with one abstention
- Member-at-Large, Events through August
  - Ana Lisa Garza nominated Illona Weber, who accepted
  - Stephanie Korcheck nominated Jacqueline Miles, who accepted
  - Jacqueline received 10 votes; Illona received 6 votes

**DISCUSSION** (11:28)

**Item 5: Development of 2017-2023 Staff Council Strategic Plan Goals (handouts) – Ana Lisa Garza, Staff Council Member and Director of University Planning and Assessment**

a. Planning Retreat Recap – details provided in handouts
  - 15 members attended
  - All agreed the mission statement accurately reflects the Council’s aspirations
  - Priorities of two breakout groups were very closely aligned
  - Four goal topics were identified, with working groups identified to create goal statements
    - Communication – Jennifer Johnson, lead
    - Advocate – Adam Clark, lead
    - Voice – Jeff Magness, lead
    - Participation/Contribution – Stephanie Korcheck, lead

b. Discuss Proposed 2017-2023 Goals
  - **Goal 1:** Staff Council will provide effective, timely, and inclusive communication to all staff members on all essential university matters to promote a connection between staff and other groups on campus.
  - **Goal 2:** Staff Council will work to actively support programs that improve staff retention.
  - **Goal 3:** Staff Council will strengthen communication between staff and administration.
Goal 4: Staff Council will contribute to and make recommendations to university planning and policy decisions on issues of concern to university staff.

- Groups will continue to work on fine-tuning statements – members should send any suggestions to goal leaders
  - Concern that Goal 2 focuses only on retention vs. advocacy on all staff issues
  - Concern that Goal 3 targets communication, similar to Goal 1, instead of “voice” as identified during retreat


**DISCUSSION** (11:35)

**Item 6: August New Member Orientation Meeting – Jacqueline Miles, Chair, Special Events Committee**

- Theme will be “Breaking Barriers”
- Dr. Vicki Brittain, Special Assistant to the President and Staff Council’s Liaison to Dr. Trauth, will speak
- Jack Rahman is working on securing an additional speaker related to the theme
- New Member Profile Template will be sent to all 2017-2018 members – vehicle for getting to know each other
- New Staff Council Survey will be administered at beginning of meeting

**ACTION** (11:40)

**Item 7: Amend Bylaws to Prohibit Member from Holding Two Officer Positions (handout) – Stephanie Korcheck, Chair, Organizational Effectiveness Committee**

- Noel Fuller’s election as Chair-Elect at the June meeting resulted in him holding two officer positions, as he already was serving as Member-at-Large, Logistics
- At Noel’s request, Stephanie Korcheck (Chair, Organizational Effectiveness Committee, which oversees amendments to the Bylaws) assisted with drafting a Bylaws amendment to prevent this situation in the future – see handout for specific language
- Stephanie suggested deferring this action since the President must approve any amendments and all Bylaws will be revised beginning in the fall – it would be rolled into amendments relating to officers
- Others suggested that the Bylaws are a living document, subject to revision at any time
- Jodi Torrez moved adoption of the amendment; Charles Evers seconded
  - Robert Jackson suggested that we not bother the President with this single amendment
  - The amendment passed by voice vote, with one member opposed
  - The Secretary will prepare the amendment for the President’s review

**DISCUSSION** (11:54)

**Item 8: Review Parking Lot Items – Jodi Torrez, Staff Council Parliamentarian**

a. Incident Ombudsman – referred to Compensation & Benefits Committee
b. Incident Emails to Senior Administrators to Keep Staff Informed – referred to Marketing Committee
c. Concerns that Administrative Staff Must Perform Extra Duties for Funded Research – referred to Compensation & Benefits Committee
  - Members agreed that this concern can be removed from the Parking Lot -- issue substantially minimized with hiring of unit-level research coordinators and other grant support personnel
d. Parking Issues – referred to Compensation & Benefits Committee
  i. Accessible Spaces for Facilities Vehicles Performing Work
  ii. Parking Rules for Employees with Reserved Permits
e. Posting of Flyers without Approval – referred to the Executive Committee
   - University Beautification Committee takes down flyers without approval stamp
   - Not really a Staff Council issue; however, Bob Hanna would like Council to support
     taking this to the Beautification Committee

DISCUSSION
(12:01) Item 9: Announcements
  a. Reminder – Committee Reports due to Adam Clark by Monday, July 31
     - Adam needs reports from all Committee Chairs to complete Annual Report
  b. Food Drive Results – 273 lbs. donated to Hays County Food Bank
     - Will plan to hold at least two food drives next year
     - HCFR does have regular food disbursements on campus
  c. Staff Council 2017-18 Member Elections (handout)
     - Charles Evers was erroneously left off Professional Members category
     - Election winners have been notified – awaiting responses of their willingness to serve
     - Will likely have 25 members for next year
     - Service and Skilled Worker categories are likely to remain underrepresented

(12:07) Adjournment
   Adam Clark moved adjournment, Jodi Torrez seconded; the motion was approved by voice vote

Stephanie A. Korcheck, Secretary
Staff Council

Date of Approval 11/14/17

Note: These minutes were distributed via email on November 1, 2017, to the 18
members in attendance for review and approval; 12 voted to approve the
minutes without amendment and 6 did not respond.

Remaining 2016-2017 Meetings: August 8

Texas State staff are welcome to attend any Staff Council meeting. If there is an issue or concern you would
like the Council to address, please contact staffcouncil@txstate.edu. If you prefer to remain anonymous, please
submit your concern using www.staffcouncil.txstate.edu/Staff-Concerns.

All statements made during meetings of the Staff Council shall be privileged communication and remain
confidential. Members and guests shall not be subject to retaliation or disciplinary action as a result of the
expression of their views at Council meetings.

Minutes for Staff Council meetings are available at staffcouncil.txstate.edu/meetings/minutes.

Like us on Facebook! www.facebook.com/TexasStateStaffCouncil
The Texas State University Observatory

Dr. Blagoy Rangelov

Overview

- Astronomy Club
- Outreach
- Projects
- Past and future events
- Research
The Observatory

- 16" telescope (Dome)
- 2x 12" Dobsonian
- Solar telescope
- 6" Celestron telescopes
- Spectrograph and CCD camera

Astronomy Club

- Official since Spring 2017!
Outreach

- Weekly public observing
  - Wednesday at sunset (~7-9 pm)
- Increased numbers of visitors for 2016/2017 (~5 → ~25)
- Family night 2016 (over 200 visitors!)
- Science Fair
- WiSE People's Choice Award
- Radio guests
- Hosting classes
- Astro cookies
- Visiting KAPS

Meteor Shower 2016
Freeman Ranch Outing

The Great American Eclipse Aug 21

Credit: NASA
Total Solar Eclipse of August 21, 2017

The Great American Eclipse Aug 21
Changes from June statement: Additional charges of 29.38 in “Overhead Charges.”
Total current available balance = $15,490.05

Changes from June statement: Additional charge of $243.95 under “Food Purch Local Fnd” for food at retreat.
Total current available balance = $393.84
Texas State - FM Budget & Actuals Report

Fiscal year = 2017  Period = 01 to 06  Fund = 4200001000  Fund Center = 1011000000

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<th>Commitment Item</th>
<th>Commitment Item Name</th>
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TOTAL PERSONNEL COST

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TOTAL OPERATING BUD

Changes from June statement:  Awards totaling $1,100.00 (four @ $200 and one @ $300) were given to Staff Council award recipients. Additional charges of $80.92 for “FICA Emplyr Mat Con,” and $13.22 for “Benefits Charge” were charged as taxes on the awards. Total current available balance = $6,858.60
AGENDA

Friday, June 23, 2017
Staff Council Planning Retreat
Maroon and Gold Room, Texas State

9:00 – 9:15 am  Welcome/Ice Breaker/Ground Rules

9:15 – 9:30 am  Review of Mission Statement

9:30 – 10:30 am General Ideas/Brainstorming – “Where are we now?”

10:30 – 10:45 am Break

10:45 – 11:45 am General Ideas/Brainstorming – “Where do we want to be?”

11:45 – 1:00 pm Goal Setting (three or four focus areas) – “How will we get there?”

Parking Lot (August Meeting – Include incoming/outgoing members?)

Continue discussion of “How will we get there?”

-- Develop Intended Outcomes for Identified Goals

-- Identify Action Plan/Strategies to Achieve Intended Outcomes

-- Methods of Assessing our Successes
Retreat Notes

Friday, June 23, 2017
Staff Council Planning Retreat
Maroon and Gold Room, Texas State

Members present: Adam Clark, Noel Fuller, Bob Hanna, Treena Herington, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeff Magness, Jacque Miles, Jack Rahmann, Margie Rodriguez, Beth Welch

"Where are we now?"
- Not fulfilling our mission entirely
- Indirectly engaged with the President (needs defining)
- Process not clarified
- In a transitional phase (inaction)
- Skilled/service staff underrepresented
- Nobody knows what we do
- No voice for staff in the university strategic planning process
- Lack of staff presence in university communications
- No follow-through with staff concerns
- Not contributing to university goals
- Don’t log or track what committees are doing within the Council
- There is presently no meat on our bones!

"Where do we want to be?" (Voted on as priority in parentheses)
- Direct access to the President (1)
- Quarterly attendance by President with the full Council (2)
- More relevant (2)
- Increase membership based on number of staff (0)
- Actually implement our mission (4)
- Try to ramp up the work we’re doing (0)
- We need a cultural shift in the Council’s mindset (0)
- Involvement in salary decisions [voice at the table] (1)
- Consider longer Council member terms (1)
- Prioritize our goals (1)
- Involvement in the university strategic planning process (1)
- Quantifiable measurements of our successes (5)
• Conduct a staff needs assessment (1)
• Find alternative ways of communication with all staff (3)
• Find out how we can make an impact (2)
• Increase staff awareness of current university financial status (0)
• Be an advocate to staff from the leadership [craft our message] (0)
• Viewed as a liaison for staff AND leadership (0)
• Develop a formalized staff complaint policy (0)
• Create a Staff Council monthly communication to all staff (2)
• Special Assistant to the President should attend Staff Council meetings and act as a liaison for the Staff Council at the leadership table (3)

"How will we get there?" (Small group discussions)

Group 1 Identified Priorities:
• Better communication
  o Annual Staff Council report to all staff
  o Annual staff satisfaction survey
  o Annual open forum
• Advocate for staff retention
  o Salary
  o Benefits
  o Recognition
• Be a stronger voice of staff via meetings with the President

Group 2 Identified Priorities:
• Staff Council will be recognized as the leading advocate/voice for university staff.
• Staff Council will effectively communicate with university staff, leadership, and other campus groups.
• Staff Council will participate in and contribute to discussions on university planning and policy.

Agreed-upon Staff Council Goal Topics (Members identified will work together to draft formal goal statements and submit to Lisa Garza for consolidation prior to July Staff Council Executive Board meeting):
➢ Communication – Jennifer, Noel, Treena
➢ Advocate – Adam, Beth, Robert
➢ Voice – Jeff, Margie, Jacque
➢ Participation/Contribution – Stephanie, Jack, Bob
Plus/Deltas of the Retreat Process

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<th>Plus (+)</th>
<th>Delta (Δ)</th>
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<tbody>
<tr>
<td>Good Discussion</td>
<td>Variation in how we discuss</td>
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<tr>
<td>Peaceful</td>
<td>Trepidation/uncertainty in how we can get things done</td>
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<tr>
<td>Honesty</td>
<td>Options for specific goals and actions</td>
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<td>Consensus</td>
<td>Need sweet tea!</td>
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<td>Passion</td>
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<td>Identified real issues</td>
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<td>Realize that staff can make a difference</td>
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Parking Lot (July and August Meetings?)

Continue discussion of “How will we get there?”
- Develop Intended Outcomes for Identified Goals
- Identify Action Plan/Strategies to Achieve Intended Outcomes
- Methods of Assessing our Successes
Staff Council Mission Statement

Texas State University Staff Council's mission is to promote and enhance the status of the university staff, to ensure the effective contribution of staff expertise toward university goals, and to act as liaison between the president and staff employees. Staff Council represents the collective body of the university staff and reports directly to the president.

Staff Council 2017-2023 Draft Goals

Goal 1: Staff Council will provide effective, timely, and inclusive communication to all staff members on all essential university matters to promote a connection between staff and other groups on campus.

Goal 2: Staff Council will work to actively support programs that improve staff retention.

Goal 3: Staff Council will strengthen communication between staff and administration.

Goal 4: Staff Council will contribute to and make recommendations to university planning and policy decisions on issues of concern to university staff.
Using University goals and initiatives as a guide, list and briefly describe your top five priorities for the 2017-2023 planning cycle and indicate the university goal/initiative to which the unit’s goal is linked.

Based on unit goals, list the number of new (not replacement) staff lines you plan to request in the 2017-2018 fiscal year and in the remaining 2-6 years.
Based on unit initiatives outlined in your plan, estimate the total amount of new funding that your unit will realistically need in the 2017-2018 fiscal year and in the remaining 2-6 years.

State the facilities (e.g. offices, workspace) that will be required for anticipated growth and new unit goals.
II. Process

Describe, in a brief paragraph, the process used to develop your plan, including the nature and extent of staff involvement.
<table>
<thead>
<tr>
<th>University Goal</th>
<th>Assessment Criteria</th>
<th>Resources Required</th>
<th>Year Required</th>
<th>Cost Required</th>
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</thead>
<tbody>
<tr>
<td>University Goal 1: Promote the success of all students.</td>
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<tr>
<td>University Goal 2: Offer high quality academic and educational programming.</td>
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<td>University Goal 3: Achieve significant progress in research and creative activity as measured by national standards.</td>
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<td>University Goal 4: Provide the necessary services, resources, and infrastructure to support the university's strategic direction.</td>
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In Article V. Organization, Section A. Officers, add new subsection as follows:

6. Filling officer vacancies
   In the event a current officer is voted into a different office, the currently held position is vacated and shall be filled with a vote during the same meeting.

Rationale: Ensures a member does not concurrently hold two offices
Staff Council Meeting – July 11, 2017
Item 9c. 2017-18 Member Elections

**Note:** Number of allocated members based on 28-member Council, maximum permitted per Bylaws Section VI.B.1

**Administrative – 1 member**
Torrez, Jodi

**Professional – 9 members**
Fuller, Noel
Jackson, Robert
Johnson, Jennifer
Korcheck, Stephanie
Miles, Jacqueline
  4 slots available – 12 nominees received votes

**Secretarial/Clerical – 7 members**
Cheromiah, Leslie
Herington, Treena
Howell, Deborah
Margie Rodriguez
  3 slots available – 6 nominees received votes

**Service – 3 members**
  3 slots available – 1 nominee received votes

**Skilled Worker – 3 members**
Welch, Elizabeth
  2 slots available – 1 nominee received votes

**Technical/Paraprofessional – 5 members**
Clark, Adam
Smith, Samantha
Weber, Corey
Weber, Illona
  1 slot available – 3 nominees received votes

**Historical Vote Counts**
Note: For almost every election, about half of all votes are in the Professional category

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