Minutes of Staff Council
Tuesday, November 9, 2010
10:00 a.m. - 12:00 noon Flowers Hall Rm 230


Absentees: Philip Holden, Joe Prado

Guests: Kimberly Garret, Maria Gudino

Call to Order and Welcome
The meeting was called to order by the Chair Krista Haynes.

Approval of Minutes
October minutes were unanimously approved.

Guest: Kimberly Garrett, University Liaison – Retired Faculty & Staff Association
Ms. Garrett briefed the council on the Texas State Retired Faculty and Staff Association and distributed handouts: Pertinent Information for Retired Faculty and Staff and UPPS 04.04.53; Honors and Benefits for Retired Faculty and Staff. Some of her comments were; the RFSA has a current membership of 180, all Texas State retired faculty and staff and their surviving spouses are eligible for membership and no dues are required to become a member. The association is self-supporting. An annual fundraiser is held each fall. Some of the funds raised are used to award an annual $1000 scholarship. Scholarship criteria: recipient will be a full-time (12 hours per semester for undergraduate, 6 hours for graduate) student enrolled at Texas State University-San Marcos; maintain a GPA of at least 3.25 and have financial need. Entering freshmen will be in the top 25% quartile of their graduating class; leadership, extra-curricular activities and community service will be a consideration. It is a preference for the recipient to be a family member of a retired faculty or staff retiree of Texas State University. Some of the goals of the RFSA is to keep retired faculty and staff informed about benefits and other issues that may affect them and to serve as a liaison for communications between the university and retired faculty and staff. The RFSA also encourages members to stay involved in university activities such as volunteering and mentoring.

Committees:

By-Laws/UPPS, Joe Sumbera
The committee has reviewed five UPPS’s and had only minor comments. The committee is concerned with the number of UPPS’s that do not involve staff related issues forwarded to them for review. It was brought to the attention of the council that non-staff related UPPS’s are forwarded to the council as informational only. It was decided to have the UPPS’s the committee reviews added to the council’s website which will allow council members not on the By-Laws/UPPS Committee to be able to review the UPPS’s. A motion was made by Joe: That all committees’ updated Operating Procedures be submitted to the UPPS/Bylaws Committee by the April 2011 Staff Council meeting, so that the UPPS/Bylaws Committee can complete the project by Summer 2011. Motion seconded by Kay, motion passed. Motion was made by Joe: That all committees’ Operating Procedures follow the same outline in order to ensure continuity within the document. The outline should read as follows: xx.01 Responsibilities, xx.02 Procedures, xx03 Membership, xx.04 Meetings. Motion seconded by Jessica, motion passed. Jessica will forward template to the council.

Compensation, Kathy Myres
No report

Elections, Jerry DeLeon
No Report
Fundraising, Sue Stewart
The barbeque fundraiser was a great success. The funds raised will help fund the annual $1000 Miguel Hernandez Staff Council Scholarship. A total of 736 plates were made and over 400 of those were delivered. Proceeds in the amount of $1434 was deposited into the scholarship account. Sue thanked the Fundraising Committee for their hard work and dedication as well as the council members and others who volunteered to work the event. Silvia sold the most tickets – 61. Great job Silvia!!! Joyce asked the council to e-mail her with the names of non-council volunteers and also any feedback. The non-council volunteers will be recognized at a reception in December. Krista, Chair praised the committee for the successful event and thanked everyone for their support and dedication.

Scholarship/Awards, Kay Yaklin
No Report

Online Technology, Tina Schultz
No Report

Orientation, April Barnes
No Report

Perks, Aaron Sinkar
No Report

Public Relations, Dwayne Geller
No Report

Transportation and Parking, Jenny Wiley
Campus Master Plan – there will be three 2 hours sessions (dates to be determined) for faculty and staff to learn about the Campus Master Plan. Two of these sessions will be held in the LBJ Student Center and one will be held at the San Marcos Activity Center. More detailed information will be reported as it is received.

External Committee Reports

Campus Recreation Advisory Committee, April Barnes
Free Friday's ended in October. Cardio Water classes are free as well as some of the dance classes. April encouraged council to visit the Campus Recreation website for additional information. The Committee may consider implementing a family hour.

Old Business:

Earl Moseley Memorial Plaque
Krista – Chair; Krista has met with several key staff regarding a ceremony for honoring Earl and they are supportive of the ceremony. The ceremony will be held February 2011. A committee was formed to finalize plans for the ceremony. Committee members are: April Barnes, Chair, Angelika Wahl, Sue Stewart, William Crosby and Krista Haynes.

Staff Council Shirts
Jerry and Debbie – Due to budget constraints and the fact that council membership changes on a yearly basis, the shirts may not be able to be partially funded by Staff Council. Jerry and Debbie will contact vendors to see if a reasonable price is available for a polo style shirt and a t-shirt style shirt that council members can opt to purchase with their personal funds.
Employee Wellness Fair
Krista – Chair, Congratulated the council on another fantastic job. This was a perfect opportunity for council members to interact with other staff and to share information about Staff Council. Dwayne did an outstanding job with registration and the event management system.

New Business:
Staff Council Logo
Grace – would like Staff Council to have a logo that will be used on all staff council related paperwork and promotional materials. Council is in agreement to have a logo and the Public Relations Committee will pursue the logo. The Public Relations Committee will work with University Marketing to ensure the logo meets all university requirements.

Staff Council Budgets
Krista – Chair, gave report on budget balances and a brief overview of each budget. Staff Council has several budgets and is considering combining a couple of them in order to manage the funds more efficiently. The scholarship and awards budget will remain as is.

Staff Council Treasurer
April – The council has several budgets and a p-card that that falls on the responsibility of the chair, it would seem reasonable to have a treasurer to take care of these duties. April made a motion to create the position of Treasurer. Motion seconded by Debbie, motion passed. April made a motion to amend Section V. Organization, Part A. It currently reads, “Officers shall consist of the Chair, Chair-elect, Secretary, Parliamentarian, two at-large positions elected by the Staff Council and the Immediate Past Chair. Each will serve one year. I propose that it be amended to reflect the addition of a new position – Treasurer. It will now read, “Officers shall consist of the Chair, Chair-elect, Secretary, Treasurer, Parliamentarian, two at-large positions elected by the Staff Council and the Immediate Past Chair. Each will serve one year. Motion seconded by Sue, motion passed. April made a motion to add a description of the new position of Treasurer under Section V. Organization, Part A. -2. Duties. I propose the following addition: D. Treasurer shall maintain the financial records for all of the Staff Council accounts and submit a monthly report that includes all deposits and withdrawals. The treasurer will also be responsible for maintaining all records pertaining to the Staff Council P-Card.

Staff Council “For The Cause”
Joyce – would like council members to collect box tops, yogurt tops, etc... and drop in designated locations around campus. The box tops and yogurt tops are donated to local schools that in turn can redeem the box tops for needed supplies and equipment. Joyce made a motion to add a Staff Council “For the Cause” page to the Staff Council website. Motion seconded by Debbie, motion passed.

Meeting Adjourned

The next Staff Council meeting will be Tuesday, December 14, 2010, 10:00 a.m. – 12:00 noon, LBJ Student Center 3-13.1

Next Executive Council meeting will be December 1, 2010, 12 noon – 2:00 p.m., LBJ 3-7.1.

Debbie Hohensee
Secretary
Texas State University-Staff Council, 2010-2011