

***Staff Council Meeting Minutes***  
***Sam Houston State University***  
***April 11, 2018***

**I. Call To Order**

Melissa Fadler called the meeting to order at 1:00 p.m.

**II. Reading/Approval of Minutes – David Arriola**

On March 15<sup>th</sup>, the March 11<sup>th</sup> meeting minutes were emailed to all Staff Council representatives by David Arriola. When asked if there were any changes that needed to be made, no changes were requested. A motion to approve March's minutes was made by Kim Johnson and seconded by Dawn Caplinger. All members were in favor and none opposed. Minutes approved.

**III. Treasurers Report – Megan Hobbs-Barrett**

Rhonda Reddoch submitted the following balances:

- E-board: \$480.00
- Friends of Staff Council: \$2835.47
- Professional Development: \$269.64
- Staff Development: \$147.16
- Nomination and Elections: \$50.00
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virtual doctor's visits, BCBS out of pocket expenses, and an emergency staff fund. One member told the group that she had used the virtual doctor's visit and was very satisfied with the results. One member commented that they noticed

Melissa met with Dr. Hernandez to provide updates on current Staff Council projects. Dr. Hernandez mentioned a conference that he works with that has approved to allow the Consortium to meet at their conference in the summer. Chairs from Staff Council would be able to gather twice a year to discuss Consortium issues in lieu of conference calls. Letters regarding the student staff appreciation week and the campus smoking policy were also presented to Dr. Hernandez for his review. Roughly 380 students attended the student staff appreciation event sponsored by the Department of Leadership Initiatives. Dr. Hernandez will bring the smoking memo addressing Staff Councils concerns to the SHSU smoking policy to Dr. Hoyt.

## V. **Committee Reports**

### News and Networking: Meghan Burton

The time was incorrect on the initial Staff Council conversation email that was sent out Wednesday morning, which will be corrected on the reminder email. Aprils Spotlight on staff award will be presented immediately following the meeting with Rose Kader in Enterprise Services. The PDC photos have been uploaded onto the Staff Council website along with the dates for upcoming Staff Council events.

### Nominations and Elections: Pam Laughlin

An email was sent out this morning to all fulltime staff members asking for nominations for the upcoming 2018 Staff Council election. Nominations will be accepted up until April 30<sup>th</sup>. Another email was sent out to ask members who are on the second year of their first term, if they would like to run for re-election. Melissa encouraged members up for re-election to continue to serve to retain the knowledge

of experience on the Staff Council (ok) 2 19de)-6 (n54 (cedy)-2 (o r)-7 tonk me.0 0.6 re-3 (r rp1 Tf 0 -1

Professional Development Conference: Rebecca Gay

The PDC held on March 13<sup>th</sup> had around 300 staff members attend throughout the day. The Committee received positive feedback from those who completed the speaker surveys. Rebecca thanked members who helped volunteer their time to help run the PDC this year.

Staff Affairs: Natalie Payne

The smoking policy memo has been delivered to Dr. Hernandez to review and send to Dr. Hoyt. The golf cart policy is currently still in committee as well as parking. More updates to follow when they become available.

**VI. Ad Hoc Committee Reports**

Safety Committee: Melissa Fadler

No report.

Sustainability Committee: Kerry Arnold

No report.

Calendar: Melissa Fadler

No report.

Staff Excellence Committee: Melissa Fadler

No report.

Parking and Transportation Committee: David Cummings and Justin Ball

No report.

Wellness Program Committee: Donna Gilbert

No report.

Campus Art Review Committee: Deanna Briones

No report.

**VII. Old Business: Updates, Discussion, or Action**

Student Staff Appreciation Week: Melissa Fadler

Leadership Initiatives will be spearheading student staff appreciation week moving forward to include the possibility of a daylong leadership conference in the future.

Bylaw Review: Melissa Fadler

Members were provided with the proposed bylaw changes to review at the previous meeting and 8 motions were presented to amend Article III, Article III Sec 2, Article

III Sec 4, Article III Sec 6, Article IV Sec 3, Article V Sec 3, Article V Sec 4, and Article VI Sec 1. All 8 motions were unanimously approved, with no one opposed.

### **VIII. New Business: Updates, Discussion, or Action**

#### Parking and Transportation Update: Melissa Fadler

An Email was sent out by David Arriola with Matt McDaniel's answers to Staff Council's parking questions at the previous meeting. No questions or discussion regarding these answers were brought up by any member.

#### Banner Duo Authentication: Natalie Payne

Natalie informed members of Staff Council of an upcoming change to the Information Security process for certain banner apps. Coming soon, staff members will be required to have a duo 2-factor authentication app on their mobile phones to