Minutes of Wednesday, July 16, 2014

Quorum and Call to Order

Chairperson Melissa Harper called the CTS Staff Council Meeting to order at 2:00 p.m. in the Johnson Faculty Center. CTS representatives in attendance were Meredith Coffman, Todd Brucker, Melissa Harper, Chris Callow, Jaime Mayfield, Wanda Lang, Susan Welker, Leann Stinson, and Penny Rees.

Call meeting to order

Human Resources Report – Jim Cook
- Jim Cook was unavailable for report.

Minutes from previous meeting approved by email and posted to website

Executive Committee Reports
Melissa (Chairperson’s report):

  Administrative Council: Retreat August 12, 2014  
  Held meeting July 8, 2014:  
  - Dear Colleague letter/budget  
    - Delayed raises until September  
  - Responsible Intervention and Good Samaritan Guidelines  
    - Not a new policy, part of “Responsible Redhawks Campaign”  
    - Basically employees are to alert officials when they observe a health or safety emergency especially including abuse of alcohol or drugs. The University will consider positive impact of taking responsibility to act in the emergency situation.

Leann (Vice chairperson’s report): none
Stephanie (Secretary’s report): none
Todd (Treasurer’s report):
  - FY14 budget – please see attachment.
o Proposed new budget needs to be voted on.
o Need to remove amount for Polo Shirts as those cannot be paid out of this account. The $250 from the Staff Polo Shirts account was split: $200 going into the Promotional budget (making the total $300) which will go towards providing tumblers to new employees. Moved the remaining $50 to the Homecoming account making that total $150.
o Moved $150 from Freshman T Shirts to Staff Day budget, making total in Staff Day budget $1645.00
o No Freshman shirts this year. We will not have that money pulled from our account.
o Tabled ideas for Staff Day to discuss with Christine
o Jaime made a motion to accept FY15 Budget. Made changes and accepted changes per handout.

**Standing Committee Reports**

**Budget (Todd Brucker):** please see attachment.

**Elections (Leann Stinson and Joyce Loos):**
- Will meet in the spring.

**Public Relations (Jaime Mayfield):** none

**Staff Development (Christine Beardslee):**
- Blood Drive held July 16, 2014 had a turnout of 19 people.

**Compensation and Benefits (Rhonda Boone and Chris Callow):** none

**University Committee Reports**

-AQIP (Theresa): The committee has not met.

-Athletics Committee (Melissa Harper): The committee has not met.

-Bookstore Advisory (Debbie McKee): The committee has not met.

-Equity Issues (Jaime Mayfield): The committee has not met.

-Facilities Master Plan Committee (Marti): The committee has not met. Ad-hoc committee which has not met in several years.

-Funding for Results (Fran): The committee has not met since December, so no current report.

-Information Technology (Leann): The committee has not met.

-LGBT Initiatives (Andrea Burns): no report

-Native American Culture (Mary Christy): The committee has not met.

-Staff Recognition Committee (Marie Steinhoff): The committee has not met; will begin meeting in September.
- Training Advisory Council (TBD): The committee has not met.

- Traffic Appeals Committee (Joyce Loos and Leann Stinson): no report

**Unfinished Business**

- Inventory List and Central Location—Christine Beardslee: topic was tabled due to Christine's absence from meeting.
- Freshman T shirts—Wanda Lang
- New CTS Employee gifts:
  - Cups
  - Cost
  - Committee
  - Vote

  All was approved to give gifts to new employees to have on their desk when they start.
- New Staff Orientation
  - Reminder—UC Ballroom, July 24, 2014, 11:30-12:00
  - Trifold—Leann
  - Pamphlets—??

  Volunteers: Joyce Loos, Christine Beardslee
- Staff Day Survey

  Mostly positive comments
  Printouts—review and give to Christine

**New Business**

- None

**Unit Reports & Announcements**

- Wanda Lang: New hires have started and are ready!
- Susan Welker: looking to start “Happy Hour” events in the Library
- Jaime: 2 new faculty members
- Penny: New Assistant Director—Clifton Gray; Heather Bennefield—switchboard operator

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be August 13, 2014, at 2:00pm.