Meeting Called to Order: 3:06 pm  
Facilitator: Rhonda Hoover 

Roll Call of Members Present: Rhonda Hoover, Marcie Whisenhunt, Barbara Pitts, Barbara Sears, Randy Rikel, Jayson Ferguson, Deborah Abrahamson, Jerry Henry 

Members Absent: Celeste McNiel, Carolyn McDermott 

Guests: Maya Edwards, Rhonda Reno 

Agenda Item: Approval of Minutes (January 24, 2012) 
Motion: Marcie Whisenhunt  
2nd Motion: Barbara Pitts 

Agenda Item: Treasurer’s Report 
Discussion: N/A 

Agenda Item: Officer’s Report 
Discussion: Nothing to Report 

Agenda Item: By-laws Committee Report 
Discussion: Various 

1. The following Committees will be added: 
   a. Budget – Chair, Carol McDermott 
   b. Enhancement – Chair, TBD 

2. Current Committees: 
   a. Executive – Chair, TBD 
   b. Elections – Chair, Barbara Pitts; Debbie Abrahamson 
   c. Communications – Chair, Jayson Ferguson; Barbara Sears 
   d. Fundraising – Chair, Marcie Whisenhunt - different staff representatives will be asked to volunteer to assist with a specific fundraising events to not overburden the same staff representatives. 
   e. Ad Hoc (By-laws) – Chair, Carol McDermott; Marcie Whisenhunt and Barbara Sears 

It is recommended that staff council members not be assigned more than 2 committees. 

Once the addition/verbiage has been approved by the council, the revised by-laws will be placed in The Eagle Eye for staff comments for 3 weeks. Any comments will be reviewed and addressed accordingly.
When a committee is formed, the Staff Council Chair will appoint a temporary committee chair. The temporary chair will be tasked with recruiting no more than 5 members of the staff as committee members. After the committee has been formed, officer elections within the committee will occur and be reported by the committee chair to Staff Council.

3. Under 3.04 (Vacancies) – It was suggested a list of staff representative for each represented group be provided.

4. Maya Edwards recommended that under Bylaws revisions need to be made to differentiate the following:
   a. Member(s) = Staff Council
   b. Representative(s) = Staff

   To help better define who is referred to in all Staff Council communications, including Bylaws and minutes, the following definitions are provided: a) "staff" or "staff member" refers to all university employees who are eligible for election to Staff Council, b) "council" refers to all elected members of the Staff Council, c) "council member" refers to an elected member of the Staff Council. We will look at the use of specific words, including "representative" for potential use in communications to help clarify to or about whom we are referring.

**Agenda Item:** Unit Budget Plan

1. **Must** tie to the University Strategic Plan
   a. Each budget item must tie to a goal of the unit.
   b. Each unit goal must be tied to a goal in the current University Strategic Plan.
   c. New and continuing budget requests must be submitted through the Unit’s leadership for consideration by the Budget Review Council for each fiscal year (FY). Since FY12 ends August 31, 2012, Staff Council must submit their Unit Plan and Budget Request for FY13 by April 9, 2012.

**Agenda Item:** Other Discussions

**Discussion:** Various

1. Employee of the Month (EOM) nominations:
   a. Nominations accepted
   b. HR confirms one or more criteria has been met and no pending negative actions for nominee
      i. Supervisors will be notified
   c. Staff Council recommend
   d. Administrative Council approve
   e. EOM Nominees should be listed on the Staff Council website, as stated in the bylaws.

   Also questioned: EOM/EOY should this be managed under HR or Staff Council?

2. Once the Unit Plan is approved, it will be linked to the Eagle Eye and posted on the Staff Council website.

3. The Director of Financial Aid & Veterans Services (FAD) intended to provide information and answer questions. Upon discussion, it was recommended that the proposed Book Stipend be called Book Scholarship. This may affect the recipient’s overall financial aid. Further research will be conducted by FAD and information provided to the council.
4. There is no time to use a survey to determine specific goals of the staff for the FY13 year. It was suggested the goals be worded generically to allow specific selection at a later time.

5. Caught You Caring – suggested that nominees be indicated under Staff Council website.

6. Randy Rikel is an ex-officio Staff Council member, who was invited to act as Staff Council Advisor. This was approved by President Rathburn. He will be consulted as needed based on activities throughout the year. The Staff Council can have up to 5 ex-officio members, to be determined and invited as needed by the Staff Council Officers. Guests may also be invited by the Chair to speak on agenda items as needed.

Agenda Item: Announcements

1. March Employee of the Month (EOM) selected via email.

2. March’s Officers Meeting will be held via email if warranted.
   a. Recommended that Officers Meetings be held the 2nd week of the month

Next Meeting: March 20 @ 9:00 am    Adjourn Time: 4:20 pm