

***Staff Council Meeting Minutes  
Sam Houston State University  
October 11, 2017***

**I. Call To Order**

Melissa Fadler called the meeting to order at 1:30 pm

**II. Reading/Approval of Minutes**

On September 26<sup>th</sup>, the September 13<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 September's minutes was made by David Cummings and seconded by Natalie Payne. All members were in favor and none opposed. Minutes approved.

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

Rhonda Reddoch submitted the following balances:

E-board: \$830.00

Friends of Staff Council: \$2,675.47

Professional Development: \$6,000.00

Staff Development: \$253.08

Nomination and Elections: \$50.00

Special Events: \$1,686.61

News and Networking: \$150.00

Staff Affairs: \$0.00

**IV. Guest Speak – Matt McDaniel**

Matt McDaniel, Associate Director of Parking and Support Operations, addressed members of Staff Council, to provide a high level update on parking at the university. The university's Parking and Transportation Committee had its first meeting on Friday October 6, and David Cummings was elected as chair. Roughly, 5 million dollars collected over the past five years have

empty spaces in the garage by use of their smart phone or the parking website. Projected completion time for the proposed parking garage will be approximately 1 year following the groundbreaking.

Current parking trends on campus are showing that electronic permit sales have decreased from last year and pay by the hour parking usage has increased. As parking demands decrease, the price of parking passes could see a decrease in price but right now, there is a high demand for close to campus parking. Zone 1 East will see parking availability increase when the Rec Sports lot reopens. Zone 1 West has underutilized parking lots behind CFS and The Pirkle building. Zone 2 has common availability in lot 62 where the Sunrise apartments were located. Funds were approved to have a 3<sup>rd</sup> party contractor come look at SHSU's parking pricing, utilization, demand policies and recommend changes for the future. A parking option raised by members of Staff Council is the possibility of a salary based pricing program. Currently SHSU is not in a position to provide pricing based on salary, but the department will look into it in the future.

Future trends in parking include shuttle systems, ride hailing services, pedestrian/bicycles pathways, autonomous vehicles and disability parking. Autonomous vehicles are a trend that many large cities and car manufactures are looking into for the next 10-20 years. Shuttle system is commonly brought up to alleviate parking congestion. Campus culture, communication, funding, and ridership is what would be needed to bring a similar program on campus. Ride hailing services are concepts being looked into by parking and transportation similar to Uber. ADA compliant parking and the need for spaces available has been growing at SHSU. The parking office helps to alleviate this need by validating handicap placards to limit abuse of the system. One concept being looked into by parking is golf-carts to transport individuals with mobility issues to and from exterior parking lots.

#### **V. Chairs Reports – Melissa Fadler**

Melissa welcomed newly elected member, Stephen Wong to Staff Council. She met with the VP of Finance and Operations Dr. Carlos Hernandez to update him on activities of Staff Council. On the topic of Energy Conservation Day, Dr. Hernandez has addressed staff concerns on taking vacation time, and staff will now use emergency leave starting in the spring 2018. For future spotlight on staff recipients, a proposed administrative leave day is being considered. This has not been finalized and we will receive an update on the proposed leave day later this year.

#### **VI. Committee Reports**

News and Networking: Meghan Burton

The month of October's recipient is Kelly Byrd from SHSU Online. Spotlight on Staff will be held immediately following the meeting at her office in the Templeton

building. Meghan reminded members of staff council to submit their bio questions and pictures for the get to know your representatives spotlight. The get to know your representative bios have begun posting on Staff Council's Facebook page every Monday and Thursday.

Nominations and Elections: Pam Laughlin

No Update.

Special Events: Megan Foley

Megan provided a recap of the Staff Council meet and greet held in the LSC Ballroom on September 28<sup>th</sup>. There were roughly 100 staff members in attendance including Staff Council members. It was suggested for next year that the event be held earlier in the workday so that more staff members could attend. The Spooktacular breakfast event is set for October 31<sup>st</sup>. Members of Staff Council were asked to volunteer for different time slots to help run the event. This year's event will be held in the entire LSC ballroom to include a selfie station and a "if I was Dr. Hoyt for a day" feedback station. Staff Council members were also asked to volunteer to assist in running the Bearkat Family Photo day on Saturday October 28<sup>th</sup>.

Staff Development: Dawn Caplinger

The first Staff Council Conversation event was held October 2<sup>nd</sup> by Dr. Drew Miller on gossip in the workplace. There were 30 people in attendance and 27 people filled out survey's to provide feedback. The next hot topics will be held on November 6<sup>th</sup> from 1:30pm – 3:00pm in the LSC theater by Dr. Ken Hendrickson on SHSU's 60x30 program. Feedback was provided to the committee about the food offered during the trainings. Some dessert items such as cookies will be swapped out for non-sweet options in the future.

Professional Development Conference: Rebecca Gay

Dr. Heather Thielemann has accepted PDC's offer to be the keynote speaker at this year's luncheon. Rebecca asked members of Staff Council if they or anyone they knew had ideas for sessions for the upcoming PDC, to please let her know. The formal call for proposals will be sent out to all staff in the coming weeks.

Staff Affairs: Natalie Payne

The Staff Affairs will meet Friday October 13. The conversation on Energy Conversation Day has been closed due to Dr. Hernandez announcement that staff will use emergency leave in lieu of vacation. Staff Affairs will continue working with Matt McDaniel to address parking concerns brought to the committee.

Campus Art Review Committee: Derrick Alexander

No report.

Wellness Program Committee: Donna Gilbert  
No report.

Parking and Transportation Committee: David Cummings and Justin Ball  
Nothing to add. Matt McDaniel covered everything addressed during the committee.

Sustainability Committee: Scott Dolezal and Kelly Arnold  
No report.

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

Bearkat Family Photo Day: Melissa Fadler  
Melissa encouraged Staff Council members to consider volunteering to assist with photos, during 8-12 on October 28.

Student Staff Appreciation Week: Melissa Fadler  
Melissa gave Dr. Hernandez Staff Council's memo addressing the need for a student staff appreciation week for review. Dr. Hernandez has asked that Staff Council formulate a proposal of events for what the student staff appreciation week would look like. A tentative schedule and a fee schedule, should be included in the formal proposal.

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

Dr. Lee Miller -

Staff Council Conversations – Nov 6 Dr. Hendrickson 60x30  
Next Council Meeting – November 8

**X. Adjournment**

Natalie Payne motioned to adjourn the meeting and David Cummings seconded.  
Meeting was adjourned.

Minutes submitted by: David Arriola