

# Texas A&M University-Commerce Staff Council

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Mtg. Date: 05/10/2016 Meeting call to order by President Tina Boitnott at 1:29 pm

## Attendees:

	Present (Yes or No)
Billie Abell	N Notified(vac)
Janet Anderson	Yes
Molly Baur	Yes
Tina Boitnott	Yes
Veta Dawson	Yes
Jeremy Gamez	Yes
Jodi Oelrich	Yes
Kim Scarcelli	Yes
Christi Spruill	Yes
James Vanbebber	Yes, left early
Bryan Vaughn	No notified

## Agenda:

- Thank cards for partners
- 3 Big Projects - elections, Service Recognition, Sept Event for EoM/thank to SC outgoing and welcome incoming
- Ideas for Service Recognition items - Potential survey
- Review Survey Results
- May Coffee w/ Council -Forum setup, x2 that day
- Financial Update: Janet Anderson

## Notes:

- All Thank you cards have been signed by all Staff Council members and returned to Tina Boitnott. Tina Boitnott will send to all that Sponsored tables, donated gifts and church.
- Elections: Approximately 538 staff members. Based on for each 40 members within the EEO Job Descriptions there is one staff council representative.

Currently: EEO 1 2 openings based on  $66/40= 2$

EEO 3 7 people based on  $276/40= 7$

EEO 4 4 people based on  $155/40= 4$

EEO 5 0 only 3 staff members qualifies.

EEO 6 0 only 1 staff member qualifies.

EEO 7 1 person based on  $37/40=1$

Up for elections this next physical year 2017 will be EEO 4 and EEO 7.

- EEO 1, 3 & 5 are two year terms
- EEO 4 & 7 are one year terms

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- The call for new Staff Council members will go out on July 1<sup>st</sup>, 2016, but no later than August 1<sup>st</sup> two separate emails will be sent to only the people who qualify for EEO 4 and 7 Job Descriptions.
  - New Staff Council members will take office on Sept. 1<sup>st</sup>, 2017. Any vacant officers positions shall be elected annually by the Staff Council membership at the first regularly scheduled meeting following the General Elections of new members.
- Service Recognition: Staff Council will start with Sept. 1, 2015 and end August 31, 2016. Anyone during this time period will be recognized for 5 years, 10 years and so forth in increments of 5 years.
  - Different levels of recognition such as 5 years either a certificate or pin with 5 year of service on it. This detail is still being worked out as to what item to give for which years of service.
- Staff Recognition luncheon/BBQ: Tentative date set for Sept. 22, 2016 11:00 am- 2:00 pm.
  - Looking for indoor venue, such as Rec. Center basketball courts.
  - Set up for either the night of Sept. 21<sup>st</sup> or the morning of Sept. 22<sup>nd</sup>. Will need tables, chairs, stage and audio.
  - Get pricing on BBQ from Rudy's- Veta Dawson will look into this for approximately 500 people.
- May coffee with Council: May 19' 2016 9:00 am-10:00 am will be hosted in Alumni Center.
  - Have an assortment of donuts.
  - Use up all plates and assorted of items used during the year.
- Financial Update: Janet Anderson
  - Current balance \$11,082.29
  - This balance does not reflect the charges for Administrative professional's day: estimated balance after expenditures: \$7531.16.
  - Estimated cleared funds from event: \$3,711.86
- Future Business:
  - Get the number of employees eligible for service recognition in July so we can determine the funding available for service awards.
  - Bring all flags to the next meeting and work on a plan to get them sold.
  - Review Survey results from March 8, 2016 ideas for future fundraisers.

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- June 21<sup>st</sup> for General Staff open meeting. Jeremy Gamez will send out a doodle pole to see what day Staff prefers.
  - Nov. 17<sup>th</sup> tentative date for Holiday showcase in RSC.
  - Review Staff Council Operating Code III Plan of Organization T-V for discussion.
  - Review Staff Council By Laws Article IV Section III and Section IV for discussion.
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- Motion made to adjourn made by Jodi Oelrich; seconded by all present. Meeting adjourned at 3:40 pm