

## 12.07.16 Mtg.

### Attendees:

X- Janet Anderson  
X - Chad Ballard  
X - Molly Baur  
X - Tina Boitnott  
X - Jeremy Gamez  
X - Wendy Hooten  
X - Leslie Horn  
\_\_\_ - Stephanie Keahey (Notified)  
X - Jodi Oelrich  
X - Kim Scarcelli  
X - Mandy Shaw  
X - James Vanbebber

Guests included: Dr. Ray Keck, Billie Abell, Jody Todhunter

### Agenda:

- Call to Order and Welcome
- Financial Report (Janet)
- UEC Update (Tina)
- Committee Reports
  - Events/Fundraising (Tina/Billie)
    - Partnership Update
    - Holiday Market (cont.)
  - Staff Recognition/Appreciation (Kim)
    - EoM - November logistics
  - Communication (Jeremy)
    - Holiday Market
  - Governance (James)
    - By-Laws updated.
  - Staff Development (Mandy)
    - Professional Development Day update
- Dr. Keck meeting w/ Staff Council (11a)
  - Discussion of a time sensitive matter

### Unfinished Business

- Holiday Market (cont.)
- Follow-up - Presentation/Proposal by Brian McGinley (University staff member)
  - Vote for proposal to be submitted, by Mr. McGinley, to VPAA.

### New Business:

- Introduce new EEO Category 1 Representative
  - Jody Todhunter - Director of Undergraduate Admissions
- Review 2016-2017 Goals
- Update from Open Forum
- Appointment of Events/Fundraising Chair

The meeting was called to order by President Tina Boitnott at 10:00 a.m.

Financial Report – Not reported at this time

UEC Report -

- There has not been an UEC meeting since last Staff Council meeting.
- Next UEC is scheduled for 12/19 with Jeremy representing Staff Council.
  - Tina has resigned position and relocating to TAMU-Texarkana.
- Tina suggested idea of future road trips by Staff Council to meet other Staff Councils.

Committee Reports:

- Events/Fundraising - Billie Abell
  - Holiday Market-
    - Currently 29 vendors including SAACs
    - Emailed welcome letter including booth #, time, and parking information
    - Risk management “okayed” – single food vendor – “Cottage Law”
    - Help needed on Thursday at 5:00 to prepare booth areas
    - Unloading will start at 7:00 a.m. and ending at 9:00 pm or earlier
    - Duties:
      - Traffic Control – Jeremy, Tina
      - Unloading – 15 student athletes
      - 2/3 directing to the booths –
      - Check-in/Registration – Kim
      - Relaxation/Lounge area – Mandy
    - Sandwich boards provided by Career Development for parking
    - Attire –weather appropriate inside and out, wearing green/red
    - Janet purchased aprons for Staff Council
    - A table will be set-up for cards for the troops
    - Approximately \$2500 received thus far
    - A blow-up Santa lion is now owned by Staff Council and “shared” to various functions on campus
    - Massages will be available from 1:30-3:30 pm
    - A survey will be given to vendors as part of the final check-out.
    - Molly is checking with Dr. Green about possible community service hours for workers from Honor’s College.
    - Final marketing plug will be done at the BUG meeting 12/8
  - Campus Partnerships – Tina
    - 24 partnerships confirmed (20 to marketplace) @ \$300 each = \$7100 currently
    - Thank you notes for partners soon
- Staff Recognition/Employee of the Month – Kim
  - No committee meetings until January
  - November Staff Member of the Month – Gilbert Hernandez
    - Presentation scheduled for Monday, December 19<sup>th</sup> at 9:00 am; location TBD

- Communication – Jeremy
  - Working on Holiday Market
  - Fix-n-Feed is donating 75-100 bottles of water
  - \$150 spent
    - \$100 on signage
    - \$50 on social media
- Governance – James
  - Updated By-Laws regarding the Parliamentary position and duties
- Staff Development – Mandy
  - Next meeting scheduled for January
  - Top three areas based on survey:
    - Career and Development
    - Life and Work Balance
    - Leadership
  - Still determining keynote speaker
  - Requested money for the speaker
  - Planning for either 2<sup>nd</sup>/3<sup>rd</sup> week of October
  - Meeting with Tammy Thompson regarding the Open Forum meeting
    - Two focal points for Staff Council
      - Address progressive path for career
      - Mentorship programs (initially using administrative assistants as the focus)
    - Of the two points, the latter was deemed the one to take priority due to ability to see faster change
    - How to Establish:
      - Starting point with administrative assistants
      - Decided common platform – BUG meetings
      - Utilization
        - Create awareness
          - Perhaps extra ½ hour following January BUG meeting
        - Identify focus groups
          - Established administrative assistants
          - Intermediate administrative assistants
          - General administrative assistants
          - Staff Council
    - Suggestion – possibly use apprenticeship model (i.e. Sigma 7 model) – James

#### Meeting with President Keck -

- Mentioned time sensitive information
- Wanted feedback from a staff perspective on future developments

#### Unfinished Business

- Employee Suggestion Program suggested by Brian McGinley
- Seemed to need further information or a better understanding

#### New Business

- Introduction of Jody Todhunter to fill the EEO Category 1 position starting at January meeting.

#### Future/Not Covered Business

- The review of 2016-2017 Staff Council goals
- Update from Open Forum with President Keck
- Appointment of Events/Fundraising Chair
- Possibility of a work “anniversary” card by Staff Council

Meeting was adjourned at 12:11 pm

Respectively submitted by Kimberly Scarcelli 12.07.16