

General Staff Meeting Agenda

Wednesday, August 15, 2018

Agenda

- Ice Cream 2:00-2:15
- Call to Order and Welcome
- Financial Report (Belinda)
- Update (Jeremy)
 - Outgoing SC Members
 - Incoming SC Members
 - Save the dates (Professional Development and Holiday Market)
 - Committee Call of Interest
 - Promote EoM
 - Dr. Rudin on campus – takeaways from process, will be stressing the importance of getting to know the staff culture – it literally is the first impression from both him and the staff

New Business

- CITE Update @ 2:30 pm (Tim Murphy and Lee Crawford)
- Lion Safe App Info/Release @ 2:50 (Josh Cato)
- Additional Updates @ 3:05
 - Sporting Events for Staff and Faculty
 - SC Scholarship Recipients
 - System Pay plan
 - Continued Talk with HR and quality of service
- Enrollment Management Update @ 3:15 (Dr. Lee Young)

Closing Remarks

General Staff Meeting Minutes

Attendees:

Janet Anderson
Belinda Benson
Jeremy Gamez
Leslie Horn
Hattie Powell
Kim Scarcelli
Mandy Shaw
Jeremy Tanner
Jody Todhunter
Jodi White

*Billie Abell
*Ray Dittrich
*Valerie Fulkerson

*incoming SC Members starting in fall 2018

Notified: Sarah Elder: Lisa Owens, Stephanie Keahey

Agenda

- Thanks was given by Ricia Montgomery and Ashley Donovan as recipients of SC scholarships for the Fall 2018
- Call to Order at 2:15 by President Jeremy Gamez
- Update
 - SC Membership Rotation
 - Outgoing Members – Mandy Shaw, Chad Ballard (not present), Stephanie Keahey (not present), Wendy Hooten (retired)
 - Incoming Members – Billie Abell (returning member), Leslie Horn (2nd term), Valerie Fulkerson, Ray Dittrich, Johnene McLarry, Hattie Powell (filling seat)
 - Fundraising/Events
 - Holiday Market – November 16th – 10 am – 6 pm
 - Have vendors emailing with questions
 - Can potential expand from last year to 40-45 vendors
 - It will be in SRSC again
 - Save the Dates will be going out
 - Friday before Thanksgiving (attempting to maintain that day for future)
 - Had discounted pricing for staff members if become vendors
 - Recommended if we know potential vendors share information, possibly joining members to share a booth
 - Approximate booth cost - \$75/ 10X12; \$65/staff members
 - Possibility of booth vs. tables – will discuss with committee
 - Planning on Save the Date business cards to pass out (
 - Bois D' Arc Bash –“Bash to the Future”
 - Kim – student volunteers
 - Food – working with Sodexo
 - Professional Development Day – October 4th
 - Have a keynote
 - Working on presenter gifts
 - Have break-out presenters

- The President is sending out a letter to campus community in favor of attendance
 - He will attend and be present for service awards
 - Encourage colleagues (staff and faculty) to attend; especially in support of those receiving awards
 - For staff and faculty collectively
 - 9:00, 10 break-out session, service awards after lunch
 - All at SRSC
 - Lunch – two different buffets... one a deli buffet (sandwich with salad) or taco bar with dessert
 - Snack – cookies, dessert bars
 - Breakfast still being discussed
 - Gifts – SC bottles, popcorn, possibly gift bags
 - 50/\$7.35
 - 100/\$6.75
 - 200/\$6.25
 - Valerie made motion for 100 purchase/Belinda seconded/ approved
 - Contacting Too Good for popcorn
 - Committee Call of Interest
 - Contact at staffcouncil@tamuc.edu
 - All committees mentioned
- CITE Update
 - Tim Murphy/Lee Crawford – CIO/Columbia Advisory Group
 - Lee Crawford – Account Manager
 - Myriah Akins – Project Manager
 - Evan Darnell – Desktop/Classroom
 - James Eilts – Customer Service
 - High profile project
 - Website Migration
 - Moving off of Cascade to a hosted WordPress site
 - Looking how to be used
 - Currently looking at the marketing side
 - Cascade is not going away immediately
 - Need a solution for hosting
 - Think about what needs to be public vs for department
 - IT will create a local Intranet
 - Marketing/Deans/IT will help decide what sites move to WordPress, the intranet, Go away

- 45Press will develop new leading edge templates around TAMUC and Programs to start
- Other major projects
 - The new D2L LM goes live in a matter of days
 - The new Online Course evaluation is operational
 - Migration of Fortis data to Laserfiche: 8 departments & 700K documents moved to date
 - Following online rules and policies
 - Migrating a great deal of data
 - Will be slowing down with a start of school
 - Will save time and money
 - Possibly about how the forms are made/used
 - A possible break-out session topic – how to use Laserfiche/or can be used for – Brian McGinley
 - Licenses are around \$1000 each/ then annual costs
 - Fortis was a “per seat” model making appearance of less cost
 - License can be assigned to a station vs. worker
 - Know your process as much as possible, program is very specific
 - FAQ - recommendation
 - eCollege is going away; no more Pearson
 - Campus-wide printer initiative to take place this year
 - To save on printer/toner
 - Having a Xerox type company to assess what is best for this campus for recommendations
 - Process has not yet started process
 - Trying to save money for the campus
 - All current contracts are being taken into consideration
 - Will possibly take away from individual printers
 - Looking at how to handle securing/ queuing
 - No real kick-off to start the process
 - Currently all are managing their own printers
 - It will be a slow process
 - Printer cards?
 - Will start grade integration from LMS to Banner (a push)
- Laserfiche Forms & Automation
 - Please contact Brian McGinley to start your departments’ automation initiatives. If you were not on Fortis then you will

need to wait until the migration is complete and there will be a yearly cost per license

- Changing IT security landscape
 - New System Requirement
 - All faculty servers/ research PCs will need to be kept in server room and managed by IT
 - IT Roadmap committee meets monthly to determine if IT is on track
 - IT Controls
 - Year ago we had 33 controls. This year last year we had 149. This next year we will have 250
 - What this means for you is delays in getting nonstandard equipment and software.
 - Lot more forms and security clearance will be needed.
 - Main Market will simplify that showing available options.
 - We are developing cut sheets with pre-approved equipment and software to make purchasing smoother.
 - Committee meets once a month with various representation that makes decisions (not IT) on second Thursday of each month
 - Random Trivia
 - Spamming and phishing getting more sophisticated
 - 20 somethings are most phished due to the amount of social media; seniors also due to family tug
 - Treat emails with sensitivity
- Lion Safe App – Josh Cato
 - Safety Coordinator for campus
 - Way to get safety information out without constant PAWS alerts
 - Will be in the app store for free/branded to our university
 - Version 1 by end of next week before school starts
 - Alert History
 - Significant weather advisory
 - Will be tied to a Twitter account
 - Parking lot information
 - Gun controlled areas
 - Emergency Call/University Police
 - Trigger Mobile BlueLight in an emergency
 - Only work in UPD police area

- Friend Walk
 - Email/SMS friend asking you to watch you for walk.
 - Emergency/Finished Trip buttons
 - Typically one on one links
- Virtual Walk Home
 - Goes to UPD dispatch
- Will have a blast for international trips – Wi-Fi only
- Safety tool box
 - “I’m Okay” – email to family that all are okay
- Shuttle map is integrated located with campus map
- Currently working with marketing for campus visits, parents, events, etc.
- Support Resources
 - Academic counseling
 - Sexual assault help
 - Peer support
 - Health counseling
 - Mental health counseling
- Emergency Plans for all emergency types
 - Rally points for evacuations
 - I.e. active shooter, bomb threat, evacuation, fire safety, suspicious package, severe weather
- Additional Updates
 - Sporting events for Staff and Faculty
 - Free for all major sports
 - Homecoming October 27th
 - Be prepared to work during that time
 - May be asked to work
 - System Pay Plan
 - Follow-up with pay plan with Alicia Currin
 - 2nd tier – director level
 - As of right now, no intentions of System Pay plan second phase
 - Continued talks with HR and quality of service
 - Lots of stressed resources in HR
 - Will be bringing to light with Dr. Rudin
 - Staying actively involved
 - Let SC know of inquiries and are we keeping track of issues or are they falling into a queue
 - Working on discussion of issues with compensation and HR
 - Questioned on how this information should be communicated
 - How? Where?

- Add name to lists of those that need to be updated or job description changes
 - HR.Compensation@tamuc.edu
 - Some did not have the opportunity or choice to have those “conversations”
 - Possibly set up meeting with those in leadership (directors)
- Enrollment Management Update – Dr. Lee Young
 - Base Number – 11, 557 as of today
 - Last year – 12,046
 - Down by 489 student/4.6%
 - Decrease many graduate students – Master’s programs
 - Not continuing
 - Graduation
 - National population
 - What being done:
 - Largest population – currently designated as past due balance
 - Of over \$200
 - May 23 – 800 students
 - \$1.8 million
 - June
 - \$1.6 million
 - July
 - \$1.62 million
 - As of Monday
 - \$1.62 million
 - Contacted by Bursar’s Office
 - Lift a Lion Program
 - Sponsored by Alumni
 - 150 seniors
 - \$13,000 – first phase
 - 23-25 that could graduate Dec. 18/May 19
 - Were emailed to ALL emails
 - Received three responses
 - Will help cover past due balances
 - Have now called all of the list
- 600 of past due; still contacting them
- Expecting Organizational Leadership; Social Work; Nursing
- There is room for growth
- Traditionally students are registering late

- Waiting on dual credit / Pride Prep
- Get 'em Back
- Looking over the last few years course offerings and comparisons in the future
 - Look at data
 - Data may make us question previous practices
 - Look at how to make it more effective and efficient
 - Finances most likely do not increase
- From floor –
 - Labor Day – cancelled classes
 - Staff have to work; not faculty?
 - Causing frustration
 - System decision
 - Students notified they do not have to come to classes
 - Affecting morale
 - Sent by COB Dean
 - From Deans Council

Meeting was dismissed at 4:15pm with a motion by Leslie, a second by Valerie, and approved by SC.

Respectfully submitted by Kim Scarcelli at 11:41 am on August 16, 2018.