

Texas A&M University - Commerce
Staff Council Meeting Minutes
10/10/2018

I. Welcome and Call to Order

- a. Call to order by interim President, Mona Gilley at 2:05 pm.

Present: Billie Abell, Janet Anderson, Belinda Benson, Ray Dittrich, Sarah Elder, Valerie Fulkerson, Mona Gilley, Leslie Horn, Johnene McLarry, Lisa Owens, Hattie Powell, Kim Scarcelli, Jeremy Tanner, Jodi White.

Absent: Fred Fuentes and Jeremy Gamez.

II. Financial Report (Belinda Benson)

- a. A handout was provided with the reconciled account statements. Discussion on the scholarship line item. Billie Abell motioned to move \$2000 from account #201928-20300 to scholarship account #201928-20301 for FY 19 to provide for scholarships during this fiscal year. Valerie Fulkerson, seconded; motion carried.

III. Events/Fundraising (Billie Abell)

- a. Holiday Market Committee Report; we currently have nine (9) vendors participating. Seven (7) of these are returning vendors and two (2) are new.
- b. Holiday Market has been posted on social media and is trending on staff announcements. The information has been added to the digital sign on Bois D'Arc Street and Billie is working with the city to have it on their digital signs. Jeremy Gamez is working on the physical signs.
- c. A "drop and dash" option has been provided for vendors this year. They will be able to bring their merchandise and set up on Thursday night before the event. UPD will provide additional patrols throughout that evening to alleviate safety concerns.
- d. Discussion on maximizing social media trends and posting and expanding marketing reach for event. Jeremy Tanner motioned to allow up to \$75 to boost social media marketing for one week in November. Kim Scarcelli seconded, motion carried.
- e. Administrative Professionals Luncheon Discussion – Billie has reserved the RSC (Rayburn Student Center) for April 24, 2019 from 11:30 am – 1:00 pm. Discussion regarding Sodexo catering. Billie will meet with Sodexo and request a possible underwrite for this event.

IV. Staff Recognition/Appreciation (Kim Scarcelli)

- a. Employee of the Month (EoM) for October has been chosen. Kim was unsure of who to contact for this employee's supervisor, so arrangements have not been completed. Discussion on where this employee worked on campus and who is their supervisor.
- b. Door/Banner/Window Competition for Homecoming had a technological error with the registration process, so the entries that have already registered may have to register again. Staff Council will be providing judges for this event. T-shirts will be ready for pre-order very soon. The weather is a concern and they are looking for alternate locations.

V. Communication (Mona Gilley, for Jeremy Gamez)

- a. Working on Holiday Market advertising pieces.

VI. Governance (Jeremy Tanner)

- a. Jeremy Tanner suggested a discussion on adding succession information to the bylaws. This discussion was tabled for another time.

VII. Staff Development (Mona Gilley)

- a. Professional Development Day (PDD) discussion. The PDD Committee will meet to wrap-up this event. Mona stated she had several people tell her they enjoyed the event and were very complimentary. Discussion regarding lunch and numbers of attendees. Suggestion was made to set a deadline for registration next year. Discussion regarding goodie bags and badges; we did not create enough goodie bags to match the number of badges or registered attendees.

VIII. Old Business (Mona Gilley)

- a. Email communications outside of the Faculty/Staff announcement emails. Mona met with Paul Bryan to discuss what these parameters were. There will a more targeted effort to handle these communications. Mona also discussed this with Linda King; the emails regarding flags at half-mast will continue out of respect. There will continue to be “one-offs” but, these will be more judiciously used in the future.
- b. Due to Jody Todhunter’s resignation as Staff Council President and from Staff Council; a re-election of President and other officers (as needed).
 - i. Valerie Fulkerson nominated Mona Gilley for President. Mona Gilley accepted the nomination and ran un-opposed. This appointment leaves the Vice President office open.
 - ii. Jeremy Tanner, Jeremy Gamez and Valerie Fulkerson volunteered to sit this office. A vote for Vice President was held and Jeremy Tanner was elected as Staff Council Vice President. This appointment leaves the Parliamentarian office open.
 - iii. Kim Scarcelli volunteered for this office and ran un-opposed. Kim Scarcelli was elected to the office of Parliamentarian.

IX. New Business (Mona Gilley)

- a. Staff Grievance Procedure Discussion (James Vanbebber): Policy and procedure changes to the Civil Rights Grievance Procedure are coming down from System Compliance. Discussion on how we would like to see the new procedure re-written and submitted. The new procedure will include faculty and staff, instead of having separate procedures for faculty and staff.
- b. If an employee is found responsible for harassment, it will result in immediate termination.
- c. Under the new procedure, the adjudication and appeals members will be trained on civil rights.
- d. James is presenting information to Staff Council and to Faculty Senate for input into how procedure will be written and what shared governance model is the preferred model:
 - i. Single individual review and then committee review
 - ii. Committee review and then single review
 - iii. Committee review and then committee review.
- e. Staff Council discussed preferences and by show of hands, recommends the two committee process. Mona will inform James of council’s recommendation.
- f. Background/Back Drop loan discussion. Sara Elder created a form that can be used for those departments that would like to borrow the Staff Council backdrop. A statement will be added to the form regarding the responsibility of the borrowing department if damage is

- incurred. Billie Abell and Kim Scarcelli are currently housing the “swag” and other supplies belonging to Staff Council. These will be combined to be housed with Billie Abell in her office space for ease of locating and access. Billie’s email will be included when the form is submitted, so she is aware of the department’s need to borrow items.
- g. Staff Council Executive Committee will meet with President Rudin on Friday, October 12th.
 - h. Discussion regarding a legislative letter that President Rudin mentioned he would like coming from Staff Council. Tabled until Mona Gilley speaks with President Rudin to understand what he is requesting.
 - i. November Coffee with Council – scheduled for November 1, 2018 in BA 343. Leslie Horn is housing all the supplies for this event.
 - j. Next Staff Council Meeting – scheduled for November 14th.

X. Adjourn 3:55 pm.