

Texas A&M University - Commerce
Staff Council Meeting Minutes
11/14/2018

I. Welcome and Call to Order

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

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

Absent: Fred Fuentes, Belinda Benson and Hattie Powell.

Mona stated that all meetings this year will be held in BA 343.

II. Financial Report (Mona Gilley for Belinda Benson)

- a. A handout was provided with the reconciled account statements. Discussion regarding making deposits in a timely manner. Available balance of \$17,600.33.

III. Events/Fundraising (Billie Abell)

- a. Holiday Market Committee Report; we currently have forty (40) vendors participating. This is ten more vendors than last year. Food vendors will be available this year, selling pre-packaged food only.
- b. Holiday Market has been posted on social media and is trending on staff announcements. The information has been displayed on the digital sign on Bois D'Arc Street, the big electronic sign on Hwy 24 and Culver and the city digital signs.
- c. Eleven vendors have signed up for the "drop and dash." Still working on arranging golf carts and dollies to assist with the unloading. Kim Scarcelli and Billie Abell have secured student volunteers through Sign-Up Genius to assist with the unloading, hauling, and hospitality for the vendors.
- d. The Staff Council backdrop will be set up for photos during the day on Friday.
- e. Ray Dittrich has security approved, with extra patrol throughout the evening before and day of the event. Reminder to tell vendors to not park in the fire lanes. Ray will alert security regarding parking of the vendors and participants.
- f. Marketing for Holiday Market has gone well. Facebook ran the second boost that captured another 119 event responses, for a total of 369 hits on Facebook. Billie will send a post out to Council members to share on their profiles. Jeremy Gamez and Sara Elder will work during the event with live Facebook feed and posting of pictures throughout the day, to ensure attendance. They will also market door prizes about one an hour.
- g. Billie passed around a sign-up sheet for Council members to work both Thursday evening and Friday. Kim Scarcelli will man the front table again this year with the "clicker" to count attendees. We will have a hospitality room for vendors again this year with tea, coffee and water available.
- h. Discussion on Staff Council having a table to sell Staff Council merchandise. The Council will sell totes for \$10, water bottles for \$10, or both tote and water bottle for \$15.

- i. Billie will send out an email to Council members to share with their respective divisions across campus, as a last push. Jodi White will send that email to all the students in her database. Ray Dittrich will check to see about adding it to Lion Safe newsfeed.

IV. Staff Recognition/Appreciation (Kim Scarcelli)

- a. Employee of the Month (EoM) for October will be presented on November 27, 2018 at 2:30 pm in BA 290. EoM discussion regarding problematic scheduling and organizational concerns. For 2019 EoM presentations, the suggestion was made to narrow the timeframe of the process to having the presentation no later than the second week of the following month. This scheduling change may not allow for the President to present the award, but will allow for opportunities to have the VPs of the division being awarded or even the employee's supervisor presenting.
- b. Discussion on making sure that the Council always has one banner in possession, to be better prepared for the next month's awardee. The EoM committee will pre-make the "swag bags" given to the awardees. Jeremy Gamez will share the certificate file with Belinda Benson, so there will be more than one person with access to the necessary pieces to make this a successful presentation.
- c. Door/Banner/Window Competition for Homecoming was successful. Kim Scarcelli will find out if they would like for Staff Council to participate as judges again next year.

V. Communication (Jeremy Gamez)

- a. Working on Holiday Market advertising pieces.
- b. Discussion regarding Council meetings being "open" to any employee to attend. Bylaws state that the Council hosts one general "open" meeting a year. Mona has been approached by university staff members with questions regarding how one is elected to the Council and what the Council does. Discussion regarding constituents that represent specific EEOs across campus, with a possible focus group to host open forums at a Coffee with Council. Discussion about a quarterly flyer, marketing what actions and activities the Council has participated in during that time.
- c. Mona Gilley and/or Jeremy Tanner need to meet with HR regarding the status of EEOs and how Workday has changed and affected these. The Council may need to update bylaws to reflect recent changes.

VI. Governance (Jeremy Tanner)

- a. Discussion as to who needs to be the chair of this committee. This should be the Parliamentarian's position.
- b. Discussion regarding concerns and issues facing the university community staff and what the Council felt was most important to bring to the table to discuss with President Rudin when he attends our next Council meeting. The general consensus is the feeling that things are not equitable across campus. President Rudin asked for Mona Gilley to bring to the Council the question of what would be helpful to boost morale across campus. Discussion regarding concerns that have been brought to Council members from staff. Jeremy Gamez will email Council members the past email used when the Council met with President Keck, for planning and feedback.

VII. Staff Development (Mona Gilley)

- a. Professional Development Day (PDD) discussion. One hundred twenty (120) people responded to the survey sent out for feedback on the event. The biggest issue was that people were offended they didn't get a name badge. The solution to ensuring all participants get their name badge and swag, will be to have a definite cut-off date for registration next year.
- b. Faculty's number one concern was there were not enough options for faculty to attend.
- c. Another suggestion was to have more sessions targeting younger staff. Discussion on what this would entail. Possibly more technology based, having IT participate in a session. Possibly have Career Development host a session. Maybe have as a topic for a Coffee with Council.
- d. Mona stated a concern was brought to her attention regarding the change to the President's Emeritus Award to include contractors. Discussion on this concern. The Council feels that we are all a team and it is a nomination of an individual, not a specific contracting business.

VIII. Old Business (Mona Gilley)

- a. Discussion about not receiving minutes from last month's meeting. Valerie Fulkerson sent those to Mona, but not all Council members. She will send both last month's minutes and this month's minutes to all Council members. Jodi White will post on website.

IX. New Business (Mona Gilley)

- X. Adjourn 4:00 pm.**