

Texas A&M University - Commerce  
Staff Council Meeting Minutes  
12/12/2018

**I. Welcome and Call to Order**

- a. Call to order by President, Mona Gilley at 2:06 pm.

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

Absent: Kim Scarcelli and Jeremy Gamez.

Dr. Rudin sends his apologies that he will have to reschedule his attendance at Staff Council meeting until the January meeting.

**II. Financial Report (Belinda Benson)**

- a. A handout was provided with the reconciled account statements. Only changes to accounts are regarding Holiday Market purchases and deposits. Available balance of \$17,649.23.
- b. Mona has had some people contact her regarding the purchase of the utility totes. Discussion about putting these and the water bottles on Marketplace. Belinda will contact Jon Puttonen to have these added to Marketplace. Cost: utility tote \$10; water bottle \$10; both \$15. Sarah will also post to social media.

**III. Events/Fundraising (Mona for Billie Abell)**

- a. The focus is now on Administrative Professionals Day Event.

**IV. Staff Recognition/Appreciation (Mona Gilley)**

- a. No report, Kim Scarcelli is out ill.

**V. Communication (Mona Gilley)**

- a. No report, Jeremy Gamez is out.

**VI. Governance (Mona Gilley)**

- a. Discussion as to who needs to be the chair of this committee, as Jeremy Tanner has resigned from Staff Council and the university.

**VII. Staff Development (Mona Gilley)**

- a. No report, committee has not met.

**VIII. Unfinished Business (Mona Gilley)**

- a. Recommendations to President for staff morale. One recommendation is to have a staff handbook that includes pertinent policies and procedures and a possible tips and tricks sections.
- b. Another recommendation for the President is to look at reinstating summer hours/how holiday days are decided and university closures are decided.

- c. Discussion about presenting some positive items to the President along with the concerns regarding staff morale. The President's Party is enjoyed every year; the postcards for anniversaries and birthdays; the scholarships offered to staff; the athletic event tickets; the wellness program; the birthday day. Discussion about Staff Council and HR working to develop a flyer with benefits for staff.
- d. Mona requested Council members to send her any additional bullet points to be added to the memo to the President. She will send this memo to the Council for review before sending to the President.
- e. Discussion regarding the possible move of the President's Meritorious Service Awards to Staff Council. Overall recommendation from the Council is these awards need to stay with the President's office, and not be moved to Staff Council. Mona will talk more with Jeremy Gamez and possibly Alicia Currin to get more information on this suggestion.
- f. Due to Jeremy Tanner's resignation, a vote for Vice President was held. Valerie Fulkerson was nominated by acclamation. This vote opened the Recorder position for vote. Sarah Elder was nominated by acclamation.
- g. Employee of the Month discussion regarding concerns about the process/logistics. Suggestions include having a set location for every month, along with a set date/time.
- h. Constitution and By-laws Questions. Discussion regarding council meeting confidentiality.

**IX. New Business (Mona Gilley)**

**X. Adjourn 3:57 pm.**