

Texas A&M University - Commerce
Staff Council Meeting Minutes
2/20/2019

I. Welcome and Call to Order

a. Call to order by President, Mona Gilley at 2:02 pm.

Present: Billie Abell, Janet Anderson, Dr. Fred Fuentes, Belinda Benson, Ray Dittrich, Sarah Elder, Valerie Fulkerson, Mona Gilley, Leslie Horn, Jodi White, Kim Scarcelli, Lisa Owens and Jeremy Gamez

Attending Guests: Dr. Dan Su and Dr. Mark Rudin

Absent: Dr. Hattie Powell

II. Financial Report (Belinda Benson)

A handout was provided with the reconciled account statements. Only new charges for the month were \$1.04 for November credit card fees and \$494 for Sodexo and the Staff Basketball Night. Available balance of \$17,012.28.

Billie Abell motioned to approve the budget. Kim Scarcelli, seconded; motion carried no opposed.

III. Events/Fundraising (Billie Abell)

a. Basketball Event tomorrow night (2/21) at 430pm

- 1 Go ahead and get tickets and encourage others who are going to get their tickets. The more tickets that staff get the better it will be for the numbers next year. You can get tickets either at the bookstore or the fieldhouse window.
- 2 Ray Dittrich- mentioned if there will be alcohol we will need an officer. Billie will follow up with athletics to check on what beverages will be served and check on the risk assessment.
- 3 We will be providing door prize items for the event and will have athletics and staff council backdrops available for photos. Athletics will decorate the room. Jeremy is working on the blurb for the halftime announcement recognition. We would like to recognize the EOM's and all Staff at halftime for a picture. Twelve employee of the months have RSVP'd. Taylor will be reaching out to supervisors via email to help spread the word and generate more attendance.

b. Admin Professional Luncheon- April 24th 11:30-1:00 pm at the Rayburn Student Center

- 1 Billie passed around the updated logo/ticket for the event and will now move to the next stage of putting the event on the announcements/events page and creating the social media event.
- 2 The cost for the ticket this year will be \$12.00 (for nacho bar). The cost per person from Sodexo will be \$12.85. This year we will absorb the cost difference of .85 cents per ticket. There will be no flower or table cloth expenses this year and there will be less time spent on decorating, setup and cleanup.
- 3 Our target attendance for this event will be 225 people.
- 4 Billie has completed the risk assessment form

- 5 Door Prizes: Jeremy is working with CAG to see if they are willing to be an overhead sponsor for the event and putting that money towards a gift item for everyone vs a couple of big ticket items. The committee will still be working towards obtaining other door prizes as well from the community and our campus partners.

IV. Staff Recognition/Appreciation (Kim Scarcelli)

- a. Employee of the Month (EOM)
 1. We had a huge increase in faculty nominations who are not eligible. We will watch it over the next couple of months to see if this trend continues and if so discuss ways to address the issue.
 2. We need to clarify our rules for EOM on our staff council website. Sarah Elder passed out a sheet the committee submitted that stated 'Nomination Guidelines: Staff Council Members are not eligible to nominate or be nominated for Employee of the Month. Immediate family members cannot nominate immediate family for Employee of the Month. Employee must be a full-time, staff member with at least six months of concurrent service to be eligible for Employee of the Month'
Jeremy moves to accept the nomination guidelines. Belinda seconds; motion carried.
 3. Mona suggested we put it on the website and update the SOP for EOM
 - i. Jeremy will update the SOP for the EOM
 - ii. Jodi will be asked to update the website to include the Nomination Guidelines approved. It will be inserted above the nomination criteria on the EOM page and call it Nominee Eligibility.
- b. Anniversary Postcards- we need more postcards for anniversaries to sign at the March meeting. We need to check to see how many cards we have left and consider buying more. Billie will check the cards to see how many we have left.

V. Communication

- a. Employee of the Month signs have been updated. Events and Announcements have been updated for the basketball game. Social media is up to date for the basketball game event and Employee of the Month's.
- b. Jeremy will set up a time with Savannah and Paul to discuss how to get our announcements to the top of the list.

VI. Governance (Mona Gilley)

- a. Discussed the president is the chair and the past president serves.

VII. Staff Development (Mona Gilley)

- a. Mona would like to step down as Chair. Jazz Dyck can serve as co-chair if anyone else would like to chair this committee. Valerie and Mona will have a meeting with Jazz to discuss. Billie would like to be added to this committee.
 1. Staff Council suggested adding a faculty member to this committee to help with faculty representation at the Staff Development day
 2. Jeremy will look at the SOP for this committee

VIII. Unfinished Business (Mona Gilley)

- a. Ideas for President for Staff Morale-Mona met with Dr. Rudin and he would like us to constantly be helping with ideas to help morale. Kindness campaigns to each other- if we have ideas please share. Billie Abell- Shout out Journal that is a pass it forward type thing. You write in it and then pass it to someone else. At the end of the book it says send it to the president's office.

IX. New Business

- a. New Strategic Plan (Jeremy Gamez)
Jeremy has been assigned to a committee from the president tasked to define who we are and where we want to be. This committee would like some feedback on the draft they have created. Some of the questions to take back to the committee 'how do we know these goals are being achieved' 'how does this align with SACS'. We'd like to see accountability brought into this document.

- b. Open Staff Council Positions (Mona Gilley)
Discussion on vacant position from Johnene and Jeremy Tanner- Jeremy Gamez and Mona will reach out to the next people on the list from the last elections.
Jeremy Tanners Position- half a year left. Johnene's position- 1.5 year left
Jeremy Gamez motions to reach out to the next in line to serve out the EEO positions remaining term. Leslie Horn seconds. All in favor, no opposed

- c. By-Laws (Mona Gilley)
We need to review and change voting procedures
Jeremy Gamez reviewed bylaws and it states 'Staff council shall determine the best method of conducting said elections' (for officers)
As long as the results are tallied and available then they should be good to go. We can add these votes to our meeting minutes.

- d. Planning for The Pride Grant Funding (Dr. Dan Su)
This is for faculty and staff to implement innovative assessment practices for the advancement of student learning and institutional effectiveness.
\$6000 will go to project funding and will be divided equally between three faculty and three staff members. Each grant will be \$1000 total. There is \$4000 available to one faculty and one staff (\$2000 each) for assessment conference travel funding. If interested you must submit a proposal.

- e. Presentation on Commerce Portion of Hunt County Transportation Project (Dr. Rudin);
Dee Hilton will be coming to speak to the campus on March 4th at 10am. He will be there to educate the campus on the project and bring us up to speed on where we are at with a campus discussion afterwards open to faculty/staff and students.

X. Adjourn

Ray Dittrich moves to adjourn, Billie Abell Seconds. Mona Gilley adjourns the meeting at 4:07pm