

Staff Council Minutes

Wednesday, April 12, 2019

Attendees:

Billie Abell
Janet Anderson
Belinda Benson
Ray Dittrich (excused)
Sarah Elder
Fred Fuentes (excused)
Valerie Fulkerson
Jeremy Gamez
Mona Gilley
Leslie Horn
Lisa Owens
Hattie Powell
Kim Scarcelli
Jodi White

- Call to Order and Welcome at 2:08 by Mona Gilley
- Financial Report (Belinda)
New for this month: There has been 43 tickets sold for the luncheon for a total of \$516. The alumni brick has not hit the account yet. Graduate scholarship has not been taken out yet but the undergraduate scholarship has. Total Available \$17,403.28
Billie motioned to approve, Valerie second. All approve.
- Committee Reports/Unfinished Business:
 - Events/Fundraising (Billie A.)
 - Administrative Professionals' Luncheon
 - 4/24/19 – 11:30 am at the Student Center
 - Current ticket sales are 43. We are expecting about 175 and need to work to increase awareness across campus for the event.
 - Committee meets next week to discuss additional logistics
 - Prizes: CAG will provide us with several gift cards. Janet suggested adding CAG as a sponsor. Billie will update the event to include this information.
 - Staff Council members to arrive at 10am the day of the event to help with setup.
 - Shout Out Journals
 - Billie has created a first draft of the journal wording to get feedback. The goal is to have these ready to roll out at the

Administrative Professional Luncheon. Jeremy will make the announcement.

- Staff Recognition/Appreciation (Kim)
 - Anniversary Cards Update
 - Jeremy Gamez met with David Giles and they discovered a larger problem with the report that pulls employee's anniversary dates. They did work on the report and it has been improved but still will need to be double-checked each month by those on the committee.
 - April cards have been sent out
 - Discussed ordering new cards- Janet Anderson has the layout and will send it to Billie to work on a new one.
 - EoM Updates
 - Next award is this Friday at 10am
- Communication (Jeremy G.)
 - EoM Communication
 - Duo Two-Factor Authentication is going into effect on May 15th. Please share this information with your departments.
 - Mona suggested discussing this at our next coffee with council.
 - Ashley Donovan and Tabitha Triplet would like to be part of a Staff Council subcommittee.
- Governance (Mona)
 - No update
- Staff Development (Mona)
 - The committee chairs have met with the president's office and they have agreed to \$6000 budget for speaker and \$6000 for food.
 - Looking at a civility/customer service theme
 - Committee will meet again at the end of April
- Unfinished Business:
 - Ideas for President for Staff Morale-On Going- thinking about a trinket of some sort to pass out
- New Business:
 - UPD Request- They reached out and would like Staff Council's help in recognizing their dispatchers (8). Dispatcher week is April 15th and they've asked staff council if we would like to participate. Discussed making up some bags/freebies.
Jeremy moves to support Dispatcher Week, Valerie seconds. All Approve.
 - HR Request- Tammi Thompson reached out and would like to recognize the staff from across campus that have become HR strategic partners at the Administrative Professionals Luncheon. Suggestions made for looking into coffee with council instead.

- Strategic Planning Committee Chairs (Dr. Gibson and Dr. Rodriguez)
 - The president asked that they update the strategic plan before May 1st. Their goals with an updated Strategic Plan: 1) capture who we are and where we want to go, 2) broad and inclusive, 3) relatable, 4) useful and 5) memorable.

Meeting Adjourned at 4:10 pm