



**Staff Council Open Forum
Minutes
August 14, 2019
BA 290
2:00 pm – 4:00 pm**

Staff Council general meeting- Call to order 2:01pm by Mona Gilley

- Financial Report (Belinda)
This month: only expenses were from the retreat (\$142.32), some expenses from the retreat are still pending.
Available balance \$16,460.96

Staff council voted via email to pay for 5 employees to go through civility training = \$1565
Motion to approve the budget by Kim Scarcelli, Leslie Horn Seconded, All approve

- Sub-committee reports & new Staff Council announcements
 - Events & Fundraising (Billie)
 - Purpose of this committee: Luncheon in spring and Holiday Market. Also looking into adding additional events and revamping coffee with council. This committee reaches out to campus partners for financial support if needed.
 - Next event on campus is the Holiday Market- November 22nd from 10-6 at the rec center. Location change from previous years due to scheduling conflict. Hoping to get back to the student center next year.
 - Event will be posted soon via social media, signage, calendar announcements
 - Vendor interest direct to Billie Abell
 - Committee Members- Billie Abell, Jodi White, Janet Anderson, Katie Thomas, Ray Dittrich, Judy Allen, Arlana Martin, Micah Miles and Sarah Elder
 - Staff Recognition/Appreciation (Kim S.)
 - Purpose of this committee: Employee of the Month and Service Awards
 - Next recipient is Cindy Todhunter – Wednesday 8/21 at 2pm, location TBD. Open to everyone to attend- email a staff council member if interested for details when they are finalized.
 - Anniversary Cards- working on labels for the next group
 - Committee Members- Erica Contreras, Amanda Brown Amy Robinson, Kim Jefferies, Katie Thomas, Hattie Powell, Kim Scarcelli, Sarah Elder, Charles Robnett
 - Communication (Jeremy)
 - Purpose of this committee- communicating with staff through social media, calendar events and email.
 - Will be sending out a call of interest for committees (Events and Fundraising, Staff Recognition/Appreciation, Communication, Staff Development) for staff members.



- Do we want to take cards to the Bois D'Arc bash (9/28) to promote vendors holiday market.
- Committee Members- Sarah Elder, Billie Abell, Ray Dittrich and Arlana Martin
- Governance (Mona)
 - Purpose of this committee: to oversee the constitution of Staff Council
 - Committee Members- Brian McGinley, Leslie Horn, Mona Gilley and Charles Robnett
- Staff Development (Mona)
 - Purpose of this committee- to help training and development with professional development day. After September, they will look into ways to expand this committee.
 - Committee Members- Amanda Brown, Kim Jefferies, Mona Gilley, Valerie Fulkerson, Brian McGinley, Hattie Powell.
- Unfinished Business
 - Scholarship Recipient update (Jeremy/Mona) – We've received confirmation on the graduate scholarship but not yet on the undergraduate recipient, to verify they meet the requirements. Once we get them finalized we will notify the award recipients.
 - Ideas for President Rudin for Staff morale – on-going (Mona)
Staff council has one idea we've been discussing. Will vote on this topic at the September meeting.
 - Amanda Brown- Opportunity to attend conferences
 - Shaine Marsden- in years that they didn't get a raise they would get administrative leave/extra vacation days (approx. 20 hours) to be used within that year
 - If anyone has ideas throughout the year they can send them to Staff.Council@tamuc.edu
- New Business
 - Outgoing Staff Council Members Recognition (Mona)
 - Inaugural Members have completed their terms: Janet Anderson, Kim Scarcelli, Jeremy Gamez, Jodi White
- Dr. LaVelle Hendricks – Civility Taskforce
 - Dr. Rudin wants to address civility on this campus. This is a subcommittee of the Diversity, inclusion and Equality committee.
 - They will be sending out a survey on campus to gauge our current climate soon.
 - October 1st the first phase of Civility Training will be directed towards our administrators. Phase two in November will be Staff Council and Faculty Senate. Phase three will be 50 people randomly selected who will go through the training in following months. Up to 500 people.
 - Currently we have 1500 employees at TAMUC including staff and faculty.



- This civility training will be coordinated through the Training and Development office and takes one day to complete. They will send three professors from Dale Carnegie to train groups at a time.
- Some student leaders will be going through the training as well- this is in addition to the 500 for faculty and staff. Dr. Newsom will be selecting these students.

Open Forum

- No questions, comments or concerns from staff members.

Valerie Fulkerson motioned to adjourn, Brian McGinley second, all approve
Meeting adjourned at 3pm

Staff Council Sub-Committees 2019-2020

A. Events & Fundraising (Billie Abell current chair)

Main responsibilities: Staff appreciation luncheon, Holiday market, coffee with council and other events

- Billie Abell
- Jodi White
- Janet Anderson (outside member)
- Katie Thomas
- Ray Dittrich
- Judy Allen
- Arlana Martin

B. Staff Recognition/Appreciation (Kim Scarcelli current chair)

Main responsibilities: employee of the month, anniversary cards and service awards

- Erica Contreras
- Amanda Brown
- Amy Robinson
- Kim Jefferies
- Katie Thomas
- Hattie Powell
- Kim Scarcelli (outside member)
- Sarah Elder
- Charles Robnett

C. Communication (Jeremy Gamez current chair)

Main responsibilities: Social Media, Faculty/Staff Announcements, Marketing/Signage, website updates

- Sarah Elder
- Billie Abell
- Ray Dittrich
- Arlana Martin

D. Governance (Mona Gilley current chair)

Main responsibilities: Manage and facilitate Bylaws and Constitution, make recommendations on what needs to be amended

- Brian McGinley
- Leslie Horn
- Mona Gilley
- Charles Robnett

E. Staff Development (Mona Gilley current chair)

Main responsibilities: Professional Development Day and Expand into other staff wellness/development options

- Amanda Brown

- Amy Robinson
- Kim Jefferies
- Mona Gilley
- Valerie Fulkerson
- Brian McGinley
- Hattie Powell
- Brad Chicolte
- Kalyee Kinnard

A&M-Commerce Civility Commitment

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one on one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

Tenets

- **Esteem** - Treat all students, faculty, staff, and administration with respect and in a professional and courteous manner at all times, whether in person or in written communication (including e-mail)
- **Humane** - Showing kindness or empathy toward others
- **Authenticity** - The quality of being real or true
- **Obligation and Duty** - Take responsibility for your own actions instead of blaming others
- **Collaboration** - Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing a quality education
- **Discretion** - The quality of behaving or speaking in such a way as to avoid causing offense or revealing private information
- **Unbiased** - Not biased or prejudiced fair; impartial



A&M
COMMERCE

Sign In Sheet ☺

Amanda Brown

Kim Jefferies

Tammy Bueti

Jodi White

Jacob Wheeler

Shaine Marsden

Stephanie Witcher

Autumn Johnson

Kaylee Kinnard

Dana Russell

Blenda Denton

Deah Karaman

Demie Ratti

Melissa Robinson

HANNA HOSKISON

Courtney Clanton

Kay Hatfield

~~Sigurd Ridd~~

Kyle Lowe

Rosemary Adams

KATELINA DARDEN

Suzanne Gossi

Rhonda Neal

Belinda Benson

Jisa Owens

Katie Thomas

Kim Anderson

LESUE HORN

Ray Dittich

Billie Abell

Sarah Elder

~~KIM SCARCELLI~~

JUDY ALLEN