

## Staff Council Minutes

Wednesday September 11, 2019

### Attendees:

Billie Abell  
Amanda Brown  
Sarah Elder  
Valerie Fulkerson  
Mona Gilley  
Brian McGinley  
Hattie Powell  
Amy Robinson  
Charles Robnett  
Katie Thomas  
Kim Jefferies

### Not in attendance:

Erica Contreras  
Leslie Horn  
Arlana Martin  
Judy Allen  
Ray Dittrich

- Call to Order and Welcome at 2:10 by Mona Gilley
- Financial Report via Belinda Benson's report
  - \$5000 budget was rolled in for 2020.
  - Available balance \$ 20,861.02
  - Billie Abell makes a motion to approve the budget, Valerie Fulkerson seconds. All approve
  - Scholarship for Cathy Giles from Spring 2019 was never taken out because she dropped her courses. Do we want to put that money back in the scholarship fund or offer it back to her if she takes classes within the next year.
  - Mona Gilley makes a motion to move that money back to the scholarship fund. Brian McGinley seconds. All in favor.
  - Both of the recipients for the Staff Council Scholarships have been awarded and put on their accounts.

- Election of Officers

Mona Gilley makes a motion to elect officers. Billie Abell seconds. All in favor.

- President
  - Nominations: Mona Gilley
  - Elected: Mona Gilley
- Vice President

- Nominations: Valerie Fulkerson
    - Elected: Valerie Fulkerson
  - Recorder
    - Nominations: Hattie Powell
    - Elected: Hattie Powell
  - Treasurer
    - Nominations: Kim Jefferies
    - Elected: Kim Jefferies
- Committee Reports:
  - Events/Fundraising (Billie)
    - Holiday Market November 22<sup>nd</sup>
      - Billie submitted the paperwork submitted to the rec center
      - Application is close to finalized
      - Box lunch will still be an option
      - Electricity is limited. We should go ahead and reserve a generator.
      - We will be asking vendors to bring their own setups. There are a limited number of tables.
      - Entrance would be the northeast corner by the MAC. This would help us track attendance easier. Restrooms are out by the MAC.
      - Drop and Dash is still a possibility, the rec center is working out the details
      - Will come up with a potential marketing budget for Holiday Market by next meeting.
  - Staff Recognition/Appreciation (Sarah)
    - EOM
      - Next presentation is for Taylor Phelps, Thursday @10:30am in the Thrower Center
      - Recommended to keep a list of EOM's by month/year since we've started.
      - Billie Abell and Sarah Elder will be reaching out to Brookshires to see if they will be willing to donate a cake for each EOM.
    - Anniversary Cards
      - Scholarships- Kim Jefferies will look into pairing with the scholarship office to adding our staff council scholarship to their web portal.
      - Time to order new anniversary cards. After the retreat, Billie and Sarah narrowed down the options to two pictures. We can either purchase a 1000 of one image for \$259.60 or 1000 of two images (total of 2000) for \$503.20. A thousand cards will last us roughly a year.
      - Valerie Fulkerson motions to order two years worth of cards, 2000 total for \$503.20. Katie Thomas seconds. All approve.

- October labels are ready to go, just need the cards to be finalized with signatures.
  - Service Awards
    - Received list of employees from David Giles and list from Jeremy of last years recipients. The committee will meet at the end of this month to start working on the Service Awards.
    - Our goal is to communicate with the people receiving awards soon that they will be receiving their awards in the spring
- Communication (Sarah)
  - Our goal is to support at least one student event a month. Please recommend events throughout the year.
  - September we will be promoting Mental Health Matters week. Events will start Tuesday September 17<sup>th</sup>.
  - Will be reaching out to the Student Government President to invite her to a meeting so we can help grow our involvement with student organizations.
  - Holiday Market event is live on Facebook- make sure you mark yourself as attending and share the vendor posts as they are published.
  - We will be reaching out to our scholarship recipients for pictures to post on social media.
- Governance (Brian)
  - Will look into the Scholarship process and wording.
  - Looking into changing our process for Roberts rules of orders
  - Checking on the parliamentary position
  - Valerie Fulkerson motions the governance committee look at all of the bylaws and constitutions, make updates and bring them to the committee for review. Mona Gilley seconded. All in favor.
- Staff Development (Mona)
  - Professional Development Day is September 30<sup>th</sup>
  - Waiting for bags to come in that they are giving to participants.
  - Staff Council will purchase popcorn to give to each presenter.
  - Total of 50 presenters
- Unfinished Business:
  - Staff Morale
    - Have already completed journals that were passed around. Not sure how well this initiative is working. Need to be thinking of other ideas we can initiate.
- New Business
  - TAMUC National Night Out – in the past we have donated \$500 to sponsor something at their event. Valerie Fulkerson motions to approve a \$500 donation. Hattie Powell seconds. All in favor.

- Family weekend- Student event for September 20 - 21<sup>st</sup> encouraged to attend and interact with students.
- 360 Survey – Dan Su has been sending out these surveys to direct reports. Some have not received it yet. Mona will discuss with Dr. Rudin and Dr. Su again to make sure the appropriate groups are being surveyed.
- Advising Restructuring- Mona will be meeting with Dr. Rudin in the morning to discuss some of the concerns.
- Meeting Adjourned by Mona at 4:07