

**Staff Council Minutes**  
Wednesday October 9, 2019

**Attendees:**

Billie Abell  
Amanda Brown  
Sarah Elder  
Valerie Fulkerson  
Mona Gilley  
Charles Robnett  
Katie Thomas  
Kim Jefferies  
Erica Contreras  
Leslie Horn  
Arlana Martin  
Judy Allen

**Not in attendance:**

Ray Dittrich  
Brian McGinley  
Hattie Powell  
Amy Robinson

- Call to Order and Welcome at 2:08pm by Mona Gilley
- Financial Report via Kim Jefferies
  - Dale Carnegie money has not come out of the account yet (\$1565). Erica volunteered to follow up on it.
  - Brick for Lisa Busby has not come out of the account yet (\$125). Kim volunteered to follow up on it.
  - Charlie Turners Scholarship for fall was only \$250. The other \$250 will come out later in the semester since she is in the TAB program and they are 7 week courses.
  - Available balance \$ 19,605.80
  - Holiday Market marketing budget of \$672.22 was approved via email at the end of September. (2 vinyl banners, sign gypsies, 3 social media boosts, 7 yard signs and 14 sign patches for last years signs.)
  - Billie Abell makes a motion to approve the budget, Valerie Fulkerson seconds. All approve
- Committee Reports:
  - Events/Fundraising (Billie)
    - Holiday Market November 22<sup>nd</sup>
      - 26 applications for vendors, 9 of those are new
      - Last year we had 40 vendors

- Staff Appreciation Luncheon
      - either April 15<sup>th</sup> or April 22<sup>nd</sup> at the Student Center
      - The service awards will be held at this event. We will be comping tickets for the staff members receiving awards.
      - The goal is to keep ticket prices at \$12
      - Looking into creating a Lazerfiche form for tickets. When people purchase their tickets, they will indicate whether they are faculty/staff and then that determines their eligibility for door prizes.
  - Staff Recognition/Appreciation (Sarah)
    - EOM
      - Next presentation is for DeRene Sutton today at 4:30pm
      - Brian helped us get our EOM form updated/automated in Lazerfiche
    - Anniversary Cards
      - October cards have been mailed out. Working with Katie to get November cards labeled and ready to go for next month.
      - New anniversary cards were delivered. We will finish up using the old cards most likely in November.
    - Service Awards
      - Worked with the events committee and have decided to present these awards at the Staff Appreciation Luncheon in the Spring.
      - Put a call out on social media/calendar for anyone that might have been overlooked for a service award in the past couple of years.
      - Working with Kim and Erica to sift through all of the data from HR to determine accurate years of service.
    - Scholarship
      - Charles Suggested adding a note to the rules/requirements that if they don't enroll in the term the scholarship money will be forfeited.
      - Kim discussed our scholarship process with the scholarship office and we've decided to keep our process the same for now.
      - Will work to get our scholarship posted by the end of November
  - Communication (Sarah)
    - Met with Kelsey Deckard (SGA President) to see if she can let us know of any student events or see if she needs help from Staff Council in any way. Kelsey will let us know if there is a meeting she thinks we should attend throughout the year.
    - Reached out to staff members across campus who have involvement with students
      - Jeremy Sippel provided ManeSync which lists all of the student events across campus. Asked staff council members to take a look at it and let Sarah know if there's any events we'd like to support/attend as a group.

- Spoke to another person on campus who suggested supporting #BGWednesday as a way to get involved with students. Sarah will be sending a request for next week to get a picture of Staff Council wearing Blue and Gold. We will work on the details of how to put something like this together.
  - Katie suggested looking into creating a Staff Council team for the Big Pink Volleyball on October 23 and 24. Erica, Mona, Kim, Judy, Billie, Valerie and Sarah have volunteered to be on a team.
  - Website- Arlana is taking over updating the Staff Council website. If you have any website changes please send them to Arlana.
  - Social Media
    - Recognized our Scholarship recipients for Fall
    - Next Goal: BGWednesday
    - National Night out – UPD, Tuesday October 22<sup>nd</sup> @ 6pm
    - Holiday Market vendor posts are being posted frequently. Please like, share and invite your friends.
  - Governance (Brian)
    - Mona gave an update that they are still looking into how meetings are being conducted. They will have an update by next meeting.
  - Staff Development (Mona)
    - Professional Development Day is complete; they will have their wrap up meeting next week.
    - Discussion from the group on if Staff Council should continue to cosponsor this event. We will continue this discussion at the next meeting.
- Unfinished Business:
  - Staff Morale
    - Billie- Jazz reached out to her about some civility ideas regarding candy and one being a pay it forward.
    - Kindness Week- February
  - 360 Admin Evaluation
    - Dr. Rudin has received the results
    - Mona and Valerie have a meeting with Dan Su next week. Concerned that not all staff members were appropriately surveyed and they will discuss the flaws that need to be addressed before the next survey.
- New Business
  - Dr. Newsom will attend our January meeting to discuss staff involvement with students.
  - Mona passed out civility house rules to review- asked that staff council members email her with ideas to help create something similar for Staff Council.
- Leslie motioned to adjourn and Mona seconded. Meeting Adjourned by Mona at 3:58pm.