

Staff Council Agenda & Meeting Minutes

Wednesday, January 8, 2020

2:00 PM-BA 343

Attendees Present (green):

- Billie Abell
- Judy Allen
- Amanda Brown
- Erica Contreras
- Ray Dittrich
- Sarah Elder
- Valerie Fulkerson
- Mona Gilley
- Leslie Horn
- Kim Jefferies
- Arlana Martin
- Brian McGinley
- Hattie Powell
- Amy Robinson
- Charles Robnett
- Katie Thomas

Agenda

Call to Order and Welcome

The meeting was called to order at 2:07 p.m. by Mona Gilley

Financial Report – Valerie

- Budget submitted
- Breakdown of Holiday market handout - eExpenses = \$1071.51
- \$20,207.24 budget available

Committee Reports:

- **Events/Fundraising – Billie Abell**
 - Staff Appreciation Night
 - Staff appreciation night January 30, 2020 of basketball games – half-time of women's game all staff recognized and half-time of men's game recognize Staff Council
 - Committee approved spending \$500.00 but no more than \$600.00 for event
 - Staff Recognition Luncheon
 - Working on moving date because of Spring convocation

- **Staff Recognition/Appreciation – Sarah Elder/Erica Contreras**
 - Anniversary Cards – New
 - January cards gone out
 - Need cards completed by those who haven't signed them

 - Employee of the Month
 - Linda Jena for December
 - Next meeting of EOM will discuss how long to keep open submissions 6 months, etc.
 - Committee will review criteria for EOM
 - EOM Process (surprise or no surprise) – surveyed past recipients –24 responded, 9 liked being surprised, 6 preferred notification, 9 don't care,
 - Group voted to give departments option to surprise – 8 voted yes and 6 voted to continue prior notification
 - Next month work on surprise option
 - Staff handbook – per Dr. Romero and OGC we will not create a handbook
 - Corrective action plans not considered for Staff Council EOM, request Dr. Romero to put questions and responses in writing to Staff Council

 - Scholarship – randomizer used and witnessed by Erica Contreras and Amy Robinson
 - Graduate = 20 graduate application - Morgan Phelps recipient, alternate is Kimberly Scarcelli;
 - Undergraduate = 1 applicant – Marsha Henderson recipient
 - Charles Robnett will send to Financial Aid office

 - Service Award – Erica Contreras
 - Cleaned up data file – 66 recipients will receive awards run from 11-07-2019 and reviewed back on September 1st
 - Notification will also go to supervisors
 - Need to draft what goes out - Mona follow up with Linda King
 - Employees should email Staff council with questions
 - Award is every 5 years, years will not be rounded up
 - Future run list on September 1st

- **Communication – Sarah Elder**
 - Update– upcoming service award mass email, and social media

- **Governance – Brian McGinley** – no new information/updates

- **Staff Development – Mona Gilley**
 - Update–Notified Jacinta Dyck in Training & Development before fall break about sub-committee for Staff Council focusing on other areas of staff development

Unfinished Business:

- Ideas for President for Staff Morale-On Going
 - Ask College Station if they have ideas
 - Strategic Plan – if need extra leaflets can go to President's office

New Business – Mona Gilley:

- Scholarships-Spring 2020 (see information under EOM)
- 360 Survey Update
 - 2nd round closed out, Dr. Rudin and Linda King received results from Dan Su;
 - Dr. Rudin working on who will send results to departments
 - Once compiled will send to Staff Council
- Questions for TAMU Staff Council President-room, phone
 - Teleconference set up with System - submit questions to Erica by January 31st
 - Talked to Graduate department - will not be doing a financial award for EOM

The next Staff Council meeting is currently scheduled to take place Wednesday, February 12, 2020 in BA 343.

Adjourn

Meeting was adjourned at 3:10 p.m.

Respectfully Submitted,

Hattie Powell, Staff Council Recorder