

Staff Council Meeting, October 14, 2020

Open meeting

Dr. Rudin will be joining soon as well as Eddie. Let's start our discussion and when Dr. Rudin joins, we can give him the floor and then return to our discussion after.

Kim - Financials

Nothing new. Transfer \$500 to scholarship, there is enough there. Maybe a double award for the spring? Do we need to vote on the double scholarship? Seems like we were good with it. Increase was approved. If in previous minutes, we can just double vote to be certain.

Are we increasing the award and having two recipients? Two graduate and two undergraduate? In conjunction with wide advertisement and applicants. If only one then we award one. Four scholarships next spring. Vote was yes.

Katie – Staff Recognition

Sent an email out – are we okay to move forward with quarterly system for recognition for our employees? This has been approved. Katie then showed the packages being worked out for offering the winner; dining hall meals, store credit, \$150 bonus, giving some options. Nice to be able to choose. The under \$99 for non-tax; certificate, award for desk, keepsake. Then the cake and the parking spot. Is it okay in potentially doing the straight \$150 if that's what they choose? Is the \$150 before or after taxes? Our part would be \$150, they are responsible for the taxes. Maybe a quick email to Lisa over in Payroll so she could tell us what the tax on \$150 would be. It actually depends on their tax bracket. Maybe an estimated rate? "This will be taxed if you choose the extra package". Vote as a group for or against \$150 deposit or do we need more information? To clarify, we CAN do this? YES. This will be done quarterly. We are okay as a council for the \$1,000/year? Vote was yes.

Amanda-employee of the month – last year we talked about employee records, when they are nominated checking their records, but they were not getting that much so we did not worry about that. Now that this is changing, do we need to revisit this? Mona spoke with Dr. Romero and we don't want to touch that. Brian suggested a Laserfiche form could be worked up so the HR selects and we as the group never know...it would just be the description that comes to the committee for review, no names.

What happens at the Holiday party where employees are given awards? How is that process done?

We want to rename this other than Employee of the Month. A suggested rename is Most Valuable Lion Award. We can think about new names and send your ideas to Katie. Good news is that we can announce the new name on the HR newsletter.

Anniversary cards signed, we are through October. Seems like some people got two, there was a glitch in the system we just didn't catch in time. We missed a filter in Workday. It goes by the date of hire and we all know the data is messed up but that's another issue.

Brian, can we work on the data? Specifically in Workday and the Employee Directory? Yes, Brian will take action on these two items.

Dr. Rudin guest speaker for 30 minutes.

After Dr. Rudin left

Thoughts? Lack of communication. Depending on your role you understand HEF funds, but most do not. Biggest challenges – things are communicated to a groups for dissemination and it doesn't get done.

Draft for Dr. Rudin by October 31<sup>st</sup>. Before Thanksgiving break we want to put a final copy into his hands.

## Events/Fundraising

Pushing to have event on campus. Nineteen vendors in half of the gymnasium at the Rec Center. Katie helping draft second communication to vendors; confirming participation. Take last year's and make changes, or send a word document to Brian. We would require masks, encourage the six feet distancing, monitor maximum capacity, one to two shoppers in booth, put up sanitizing stands, and limit workers per space.

Should we look at doing reservations or shopping times? This would help keep any crowding at the doors. Maybe when you pay, you get a timeslot. We could look at using Sign-up Genius. We could do like a reserve a VIP and get a shopping time in advance. Do we want to look at a printed ticket, a list that we check names off of? What exactly is the capacity of the gym? We are waiting on EOC to tell us.

Sarah is about to finalize setting up a separate Holiday Market Facebook page. TAMUC Holiday Market. Content will be coming soon; prizes given away, featuring vendors and sharing their pages.

## Billie

How far back does the shared drive go to? Cannot find some things in the folder. Agreed the drive goes back 3.5 – 4 years and we are in year six of Staff Council as this is going to be our sixth annual Holiday Market. Billie is looking for information on glass plaques for inaugural members and it was advised she get in touch with Belinda Benson.

Polo shirts she was advised to contact Jeremy. In the meantime, Kim said she would look in Canopy.

Should we order something new? Maybe t-shirts as an alternate or are we even going to need a lot of swag. We could use some swag for those that reserve a VIP spot for the Holiday Market.

## Billie - Staff Morale Survey

We are to generate a survey about staff morale using Survey Monkey, asking people what they would like to see on campus. Get the questions before next meeting and then Brian will work on a Laserfiche form. We will do a sample first of measurements as to what we would like to see, then we will roll it out to the staff. One question as an example; Does the Employee of the Month process affect staff morale on campus? Please send your questions to Billie.

## Communication

No updates. Facebook for Holiday Market we need you to invite your friends to like the page. We have a basket to post as our first giveaway.

## Enrichment and Outreach

October 21<sup>st</sup> at 2:00 pm we have a social event.

November event is a blood drive with Carter Blood van on site

December we are partnering with the Lion Food Pantry

Dates for Coffee with Council – this is going to be quarterly at 8:30 am for one hour and will be a come-and-go.

November 10, February 9, May 11, August 10. We do need significant commitment from the council members to be present. For now, we are 100% Zoom.

## Open Floor

Brian is taking two weeks off as of October 19 through November 2. If anything is needed please reach out to Billie.

## To-Do Items

Examples for Dr. Rudin with suggested solutions

Survey questions to Billie