

**STAFF COUNCIL MINUTES**  
**Wednesday, November 11, 2020, 2:00 p.m. – Zoom**

<b>Attended</b>	<b>First Name</b>	<b>Last Name</b>
Y	Billie	Abell
Y	Amanda	Brown
Y	Sarah	Elder
Y	Mona	Gilley
Y	Kim	Jefferies
Y	Brian	McGinley
Y	Hattie	Powell
Y	Amy	Robinson
Y	Charles	Robnett
	Jennifer	Smith
Y	Kristi	Taylor
Y	Katie	Thomas

Others in attendance: Linda King, Rhonda Ferguson, Brenda Morris,

**Call to Order and Welcome** - by Brian McGinley at 2:00 p.m.

Linda King, Rhonda Ferguson, Brenda Morris asked for input concerning the Presidents yearly holiday/spring event. Can it be done virtually or something still be done face-to-face, possible time for event. Looking at approximately 500 people based on past events.

Dr. Rudin will still be doing the meritorious awards which is still being planned in conjunction with Human Resources and they are discussing the gift what gift could be given

There was a general consensus it would be good to do some type of event and not cancel. Ideas offered include:

- Possible to save the money and pool it with a bigger event for next year
- Hold an outside event with games, etc.
- Still do something without canceling until later – even on smaller scale, in smaller groups across campus, other events are still being done in the Rec Center (71 person capacity), College of Business’ pancake breakfast are examples
- Virtual drawings for prizes
- See what other institutions are doing for this type of event, put feelers out to see what others are doing; maybe have time to think about coming up with something and doing a bigger event later.

Brian asked for a week to pole others and get their thoughts and opinions and forward feedback to him by November 19<sup>th</sup> and provide Linda with the information.

### **Committee Reports**

- Financial Reports – Kim Jefferies

Scholarship money transferred; Holiday market didn't really set a budget.

Need to see if people want refunds that donated for food last year. Kim will ask if they want to donate money to Staff Council scholarship fund or get a refund since we don't know if we will have an event.

- Events/Fundraising – Billie Abel

- Holiday Market is on target.
- Sarah sent out a link to sign up for help with Holiday Market – members asked to sign up for at least one time slot. Need more in the early morning and late shifts
- 20 vendors - 71 people is the COVID-19 capacity number for the Rec – would allow for 35-40 shoppers at once; no more than 2 people at each vendor booth at a time, have floaters walking around
- Marketing going well, signs posted around town, digital board, Sarah doing Facebook page features vendors.
- Have one cart reserved – can help take vendors to car and transport shoppers. If certified to drive let Billie know; Brian will get certified to drive.
- Shuttle will be offered 10a-12p and afternoon hours 3p-5p. Sarah need to have volunteers drive –Kim can help cover 10a-1p cover for cart. Sarah will advertise the cart time.
- There will be sanitizing wipes and hand sanitizer available

- Staff Recognition/Appreciation – Katie Thomas

- Sarah – scholarships – survey is up and ready to go once approved
- Total of 4 scholarships will be given - 2 graduate and 2 undergraduate scholarships at \$500.00 each - \$2000. Will update FB and the communication digest that goes out.
- Dec. 31, 2020 is the deadline to enter for the scholarship. Will to have to select the recipients before spring.

Katie – “Most Valuable Lion” new name for staff recognition award and done quarterly. There will be up to \$250 worth of prizes – they will get \$100.00 automatically and can elect to get the additional \$150, which will be taxed. New team set and form is coming through automatically. Already have some nominations. Run until December. We are awarding 4 prizes/recognitions a year.

Brian – we still have the EOM pages on website – Brian should we merge it with the MVL award to show old but not have the link available. Sarah indicated the pictures

are on our FB page and people aren't usually viewing these on our Staff Council page.

- Communication – Sarah Elder

Holiday market on FB, asked that members visit the FB page to get the word out there.

- Enrichment and Outreach – Amanda Brown

Next event blood drive same day as Holiday. Carter Blood Care will be in lot 35 near the Nursing and Health Sciences building.

Our FB has directions and can sign up for an appointment ahead of time if you want, which is recommended due to sanitizing requirements and capacity limits on the bus.

- December do a food drive with our Food Pantry get items needed, hold a couple weeks before fall break.
- Had first Coffee with Council November 10<sup>th</sup>, went really well. People liked the opportunity to have time to fellowship with others.
- People also liked the Trivia night and cooking demo, do in spring as well. Other ideas include – bingo and drive-in movie – people were really excited about this.

Suggest maybe partnering with Faculty Senate, President's office, academic departments, or others to help cover costs of doing; could have the taco truck or other businesses set up to sell food, maybe advertise with donations for Food Pantry and ask for donations.

Katie mentioned student movie option at Rec on the MAC; they have the screen already – if choose a movie the library owns, there is no cost for those movies.

Kim speak with Josh Cato and will work on finding out the cost and logistics of sponsoring a drive-in holiday drive-in movie night.

Mona will ask library what movies they have and if they are

Look at doing it week of Dec. 18<sup>th</sup> or 19<sup>th</sup> – what would be alternate – we could move to January. Pick a theme for drive-in movie night.

- Staff Morale (Survey)

Billie – not currently an update yet. Working on Holiday market.

## **Closing and Dismissal**

Billie sending list of campus partners who have donated in the past

Do an update meeting next week. Kim will find a meeting time for next week and send out to members.

Brian would like feedback about the regulations for Spring Return. Brian is still putting together a position paper for Dr. Rudin, therefore, send feedback by end of the week.

The meeting was adjourned at 3:20 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Hattie Powell". The ink is dark and the signature is centered on the page.

Hattie Powell  
Recorder