

**STAFF COUNCIL MINUTES**  
**Wednesday, January 13, 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
N	Amy	Robinson
Y	Charles	Robnett
N	Jennifer	Smith
Y	Kristi	Taylor
Y	Katie	Thomas

**Call to Order and Welcome** - by Billie Abell at 2:04 p.m.

**Committee Reports**

- Financial Reports – Kim Jefferies

All expensed hit. Still \$120.00 outstanding for scholarships  
Budget approved

- Events/Fundraising – Billie Abel
  - Planning for Staff Service Award event continues, tentative dates reserved for April 5<sup>th</sup> or 19<sup>th</sup> for Conference rooms A, B, & C for social distancing. Dr. Rudin is available for both dates
  - No tickets or lunch
  - Will be separate entrance/exit
  - Photo op – may have campus photographer if available if not look at outside person depending on cost.
  - Will decide on marketing with Staff Recognition sub-committee
  - Billie and Katie discussed doing a swag for recipients since we aren't doing lunch for around same cost of dinner about \$12.00 per person
  - Billie can ask vendors for swag
    - Mona asked how this will affect documentation we spend on participants and taxes.
    - Try to keep \$50 or under can go up to \$99 just have to provide who received items and recipients aren't required to sign if stay in price range
    - Suggestions:
      - Getting Sodexo to donate a meal ticket or we buy them a meal ticket for \$5 or other amount. Billie will ask Sodexo if they will donate a part of cost of a meal
    - Swag items
      - We can ask departments to sponsor or donate items

- How many employees will receive service awards – Doing 2 years of awards, 50 for last year and maybe 100-120 estimate. Waiting on data for this past year to get final numbers
- Staff Recognition/Appreciation – Katie Thomas
  - Katie reached out to Greenville Posting to see what is available waiting on pricing for award
  - Event will be time-slot based – employees sign up for a certain timeframe come pick up award. This will control capacity and social distancing and can
  - Need to know number of people to determine time slots
  - Employees not attending will send their gift through campus mail
  - MVL – Jason Douglas IEL is recipient for first quarter 2021 – will be a surprise – next week on 20<sup>th</sup> or 22<sup>nd</sup>
    - Matrix will be on the drive if want to see
  - Scholarships –Sarah Elder - paperwork went to scholarship office already to get it posted. There were entries for 17 graduate and 2 undergraduate students  
Will ask recipients to get together for a picture  
In future pull 4 names
- Communication – Sarah Elder
 

Billie – will put something out about service awards to let people know we are having an event. Also will allow employees to notify us if they were missed
- Enrichment and Outreach – Amanda Brown
  - Working on Jan Leo event – Bingo Night
  - Preparing for Coffee with Council Feb. 9<sup>th</sup> and Employee student recruitment fair, co-hosting it with Enrollment Management (ENRO) – using Conduit. Had Meeting with ENRO to view Conduit - can include videos , link employees to educational opportunities and resource to links, can add narrative info – really good platform –
  - Amanda – please share and give ideas for events
- Staff Morale (Survey) – Billie Abel

Still in the works for now. Billie asked if anyone wants to help let her know

### **Closing and Dismissal**

There being no further business, the meeting adjourned at 2:27 p.m.

Respectfully Submitted,



Hattie Powell  
Recorder