



STAFF COUNCIL AGENDA- RECORDED BY ALISON SOEDER (11 IN ATTENDANCE)

Location: BA 218

Date: September 8, 2021

Time: 2:00 pm – 3:30 pm

Agenda Items

- Call to Order and Welcome (call to order 2:02 pm, adjourned at 3:25)
- Review/Approve Minutes from 8/11 Meeting – recorded by Hattie
 - All approve- Jennifer move to approve, seconded by Coy
- Financial Report – provided by Kim
 - \$17, 864- current balance
 - Scholarship awards accepted and distributed
 - James proposes to separate budget to committee, notify ahead of time financial commitments and plans
 - New Budget appointee could assist in assigning categories to the budget
 - Scholarship increase
 - general agreement to support these scholarships?
 - Bs are free, 3 hours a week in a schedule worked with your manager
 - Discussion tabled for the moment, will discuss later. Have an obligation to all staff on campus.
 - Moved to accept budget- James, Seconded by Jessica
- By-Law Amendment
 - Move to amend By-Law Article IV Section II to read
 - “Officers of the Staff Council shall be elected annually by the incoming and returning membership at the first regularly scheduled meeting following annual elections. Elections shall be by paper ballots. Staff Council shall determine the best method of conducting said elections.”



- New Incoming) members and current members, conducting ballots rather than oral vote
- Moved to approve amended by Law- Jessica, seconded by Jody
- 11 in favor, hand vote
- 0 nays
- Nomination and Election of Officers
 - Nominations accepted, passed by vote for all positions
 - President
 - Billie-10
 - James-1
 - Vice President
 - Amanda Brown (no competition, wins by default)
 - Recorder
 - Jessica (no competition, wins by default)
 - Treasurer
 - Coy Martin (no competition, wins by default)
- Committee Reports & Recap
 - Events/Fundraising – Billie
 - Holiday Market
 - Staff Council Fundraiser idea- sell vintage A&M-Commerce, ETSU gear?
 - LEO Series
 - Updates at next meeting
 - Meeting scheduled 9/16 @ 2pm
 - First vendor contact sent to past participants, new vendors
 - 15-20 indicators of interest
 - Staff Recognition – Sarah
 - To Do – we will have a meeting next week to assign responsibilities for each of our committees tasks
 - Updates – Currently caught up
 - September Anniversary Cards have gone out
 - Fall Scholarships were awarded
 - Most Valuable Lion – the quarter closes at the end of September and we only have two nominations. Encourage people to nominate someone they think is deserving of this



award. Remember as a staff council member you are not eligible to nominate.

- Service Awards – no updates at this time
- Jessica will be chairperson of the Staff Recognition and Appreciation Committee

○ Communication – Sarah

- To Do- was hoping the new chair could help with these:
 - Need to get new staff council members access to the staff council shared drive
 - Need to figure out which staff council members need access to the email box and work with IT to make it happen
 - Who has access to the Staff Council shared drive/email box that needs removed?
 - Who needs access to the Staff Council Facebook page?
 - Billie can assign access
- Updates
not much, continuing to post on social media about upcoming events
If you have something newsworthy make sure to share it with a communications member so we can get it posted to social media
- If you're at a staff council event please take pictures so we can share them on social media
- Jodi White will be chairperson of the Communication Committee

○ Enrichment and Outreach – Amanda B.

- Coffee with Council
- Week of 9/13, science building
- Need assistance with setting up for the event
- James will show up early to help set up
- Coffee from Mugs rather than Sodexo
- Keep doing buttons once a month
- Mini-series of staff enrichment, career development, HR
- Mentorship page is being renewed and restarted

● New Business / Discussion Items

- Chancellor Meeting/Lunch > Wed, Sept 15 > 11am-1pm > RSC Traditions
 - Discussion Topics [attached]
 - Joint meeting with Faculty Senate



- Need to ensure topics are submitted to President Rudin ahead of the meeting so he is aware of the discussions that will be taken place ahead of time
- Partnership Request [letter attached for feedback] – Amanda
- DEI Committee member from Staff Council – Amanda
 - Staff Council representative requested (John Johnathan currently on?)
 - Kristi Taylor will represent both RLL and Staff Council
- COVID Testing [Mandatory and how often?]
- COVID Reporting Positive Cases [email received / discussion]
- Involve other TAMUC locations
 - Working with them on events we are hosting, continued communications
 - Streaming events for those who cannot be here on campus
 - Mail them buttons, etc.
- Football Game day Ambassadors [attached]
 - Reach out to Keenan if interested, also task worked
 - Need approval under dual and supplemental employment procedure

Additional information...

Chancellor Discussion Points

- Wellness time – varying interpretations and allowances by different leaders on campus and what qualifies as “wellness” – not consistent with the many “wellness” events advertised by our Wellness program
- Mental Health: sick and wellness time to not provide leave for mental health appointments
- Staff Council Collaboration opportunities with other Staff Councils in the system
- Work From Home: opportunities to work from home or split (would save many resources, less office space needed, increase staff morale, and give a boost in productivity/efficiency)
- Senior Leaders directives that aren’t consistent with published policies for University Closings – requiring staff to work, varying applications for AWL (when a position allows for it to be used), hazardous road conditions policy application
- Staffing changes by some senior leaders under required budget cuts, without department leader input or discussions on the impact of those changes on the department



- Expenditures and renovations for the Welcome Center, while plans are in development for a new building. No input in the design or department needs from department leaders
- Staff being asked to help do cleaning and testing for COVID – exposure risks to staff
- Option of offering monetary incentives for students, faculty and staff to get COVID vaccines as some institutions are doing
- Salaries – Administrative Associate salaries in particular. We have a big problem at our university where we are paying admins at a low rate and departments are not able to individually bring their admin pay up without assistance. It should be the university or system responsibility to assist with making this happen.
 - Additionally, we are hiring new admins at a greater salary than admins who have worked on campus for 10+ years. Is it possible to look into equity adjustments for admins?
- What can our Staff Council do for the system?
- System response to COVID plans for the Fall

Keenan.Huss@tamuc.edu : **Football Gameday Ambassadors** position. The Athletics department is looking for about 12-15 reliable workers who are willing to work all of our football games. Are you interested in making some extra money while providing visitors at Memorial Stadium a Best in Class experience? They need 7-10 more Ambassadors! Job description attached.

COVID Reporting

From: facultystaff@facultystaff-bounces@tamuc.edu> On Behalf Of Linda King
Sent: Friday, September 03, 2021 2:37 PM
To: facultystaff@tamuc.edu
Subject: Reminder to All Supervisors

I have been asked by the Emergency Operations to remind all supervisors to email eo@tamuc.edu when you have an employee out with COVID to ensure that contact tracing is done.

Linda King

Chief of Staff

Office of the President | McDowell Administration Building, 2954A

P: 903.886.5013 | F: 903.886.5010

Mail: P.O. Box 3011, Commerce, TX 75429

Ship: 2600 S Neal Street, Commerce, TX 75426



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Staff Council

A&M-COMMERCE



FOOTBALL GAME-DAY AMBASSADOR

Job Description

The Texas A&M University – Commerce Athletics Department is seeking aggressive, creative, detail-oriented, and self-motivated individuals to be a part of the Lion Athletics team. Football Game-Day Ambassadors work **ALL** Lion Football games at Memorial Stadium to create a **BEST IN CLASS** experience for all students, guests, and alumni who attend. We strive to provide a clean, safe, and welcoming environment for the Lion community. In support of the University's educational mission, Lion Athletics serve as a cornerstone for student growth, learning, and involvement through the highest quality service and facilities.

Compensation and Benefits

- \$12 – 15 per hour (depending on length of day and role)
- At least one meal, water, and a soda voucher provided
- Game Day Ambassador Apparel
- Priority access to experiential internships in Lion Athletics

Responsibilities and Duties

- Represent Lion Athletics positively in a multitude of settings
- Interact with guests, students, faculty, and staff to ensure a positive experience at our Lion Football games
- Provide exceptional hospitality by treating all at Memorial Stadium like a welcomed guest in our home
- Control entry points & access, provide directional information, and welcome guests at their sections
- Assist guests and solve any challenges while ensuring all guests have an exceptional experience
- Assist in the setup and breakdown of Memorial Stadium for competition
- Assist with the execution of football operations and game management
- Assist spectators and ensure proper seating procedures are enforced
- Other duties as assigned by the athletics administration

Knowledge, Skills, and Abilities

- Strong communication skills with a fan friendly focus
- Proactive in seeking out positive interactions with both guest and coworkers (SMILE!)
- Ability to process information quickly and follow directions
- Comfortable in front of large crowds and groups
- Strong attention to detail

Requirements

- Required to work ALL home football games
- Possible physical labor
- Ability to stand, sit, or walk up and down stairs throughout an event
- **NO personal cell phone usage while working a station**
- Required to work in possible extreme outdoor elements (depending on time of year)
- Depending on the length of the game and job duties, workdays range from 6-12 hours each game

HOW TO APPLY

Please send letter of interest, resume/background information, and names of three reference to:

Name: Keenan Huss

Title: Athletic Facilities & Operations Manager

Email: Keenan.Huss@tamuc.edu

Phone: (903) 468-8659



August 27, 2021

Name

Department

For your consideration:

Texas A&M University-Commerce's Staff Council is looking forward to this upcoming academic year with much excitement and anticipation. We have a variety of programs, initiatives, and events that we will be launching and many that we will be continuing. This year, we have made a commitment to ourselves, and the campus community, that we will intentionally seek out partnerships and active collaboration with departments, divisions, and organizations across campus.

In order to meet our goals, we request the assistance of our campus peers, colleagues, and friends. Our request is two-fold:

1. Please let us know how we can assist you and your department. We are always available to help, sponsor, promote, and partner.
2. Consider becoming a Staff Council campus partner. Budgets have been tight the last few years, so we understand if your division, organization, or department is unable to financially contribute this fiscal year. We host several events and launch new programs each year for the benefit of the entire campus. The diverse experience and expertise of our campus community has been of great assistance in the past few years.

Some of our planned events and initiatives for this upcoming year:

- Blue & gold Wednesday buttons
- LEO event series
- Staff development opportunities and events
- Staff Appreciation Luncheon and Service Awards
- Scholarships
- Mentorship program
- Coffee with Staff Council

If you would be interested in partnering with Staff Council, would be interested in helping with any of our plans for the upcoming year, or have some ideas for how we can help you, please contact StaffCouncil@tamuc.edu.

Thank you for your continued support. We truly appreciate the assistance of the campus community as we strive to serve our staff members to the best of our abilities.

Name

Staff Council President

Texas A&M University-Commerce



Events & Fundraising -

- Recap: **Staff Recognition & Service Awards** [Spring]
 - Great turn-out for the walk-through style event
- **Upcoming [Fall] Holiday Market**
 - November 19th @ Morris Rec Center 10am-6pm
 - The plan is to return to normal/full capacity.
 - Around 50 vendors are expected to participate.
 - More details coming soon.
 - Check out our Holiday Market Facebook Page @ **TAMUCHolidayMarket**
 - University Calendar – interested to help boost us up to “Featured”
- **LEO Event Series**: committee planning will begin soon
 - Let me know if you are interested in serving on the committee as an outside representative
- **Athletic Event Socials** – Details Coming Soon

Communication – Nothing to report

Staff Recognition & Appreciation –

- **Most Valuable Lion**
 - We are accepting nominations for quarter 3 now, if you know of anyone deserving of recognition please nominate them.
 - Quarter 2 recipient was Jennifer Hudson from Honors College
- **Anniversary Cards** – August cards have gone out
- **Scholarship** – Selected 4 recipients (at random) from our pool of applicants, paperwork has been submitted to the scholarship office for processing.
 - **Recipients are > Trenton McGee > Christopher Hensley > Ray Dittrich > Courtney Clanton**
- **Service Awards**
no updates yet, will pull data on September 1st for this

Outreach & Enrichment

- Coffee with Council
 - Sept. 14: Academic Affairs, Research & Economic Development
 - Dec. 14: Athletics, Student Affairs, Alumni Relations
 - Mar. 8: UPD, Compliance, MarComm, CITE
 - June 14: Finance & Administration, Philanthropy & Engagement

Suggestion for next Meeting:

- Invite contracts administration (Derick, Travis) to the next meeting to discuss concerns with SSC, campus
- Review Partnership Letter proposal