



Meeting Agenda

January 10, 2023 | BA 218 | 2:00pm

In attendance: Anna Martin, Denise Rater, James Vanbebber, Amanda Brown, Amanda Horne, Jodi White, Amy Barrow, Coy Martin, Jessica, Alison Soeder

Virtually: Michael Cassias, Kim Jefferies, Dr. Hattie Powell

Start: 2:14 pm Close: 3:36 pm

Approval of December 2022 minutes

No comments, questions: Passed: Jessica

Budget Update – Kim Jefferies

No updates, will be provided at a later time. Looked at account, no concerns. Procard charges that will be clarified; will be caught up and sent out by Friday.

Committee Updates:

- Recognition & Appreciation – Hattie Powell
 - No major updates, but in good place
 - Coy and Hattie will meet soon to discuss Awards meeting that will occur in April, will get budget fine-tuned and figured out
- Events & Fundraising – Coy Martin
 - Ugly Sweater party went well, well received
 - No events in January since it's a busy month
 - Will hand out an apple cider, hot chocolate gift to be handed out
 - Will be given out next week to people (1/19 2-4 pm, meeting in Coy's office in AG/ET)
 - Will be designating people to be in charge of fun events for staff council
 - Amanda- Bingo
 - Will be having another cooking demonstration for a health, cost efficient meal (Easter themed)
 - Fundraiser Idea: A&M-Commerce kitchen sets (lion apron, hot pad, spatula, etc.)
 - Can order ahead and get the apron and stuff given to them at the cooking event
- Communications – James Vanbebber
 - Staff Council submission date extended, has driven some increase in engagement
 - Additional demographic data available in the engagement data for FB
 - Will be added to announcement calendar for university
 - Use of digital business cards, new business card formats coming out from MarComm (coming out this week)
- Outreach & Enrichment – Amanda Brown
 - Coffee with Council- March 14th in the library in CID Life Design studio
 - Giving HR some time but this Spring want to offer a training/information session on how to advocate for yourself in job description, correct classification, raise, etc.
 - New HR role and person to lead this session

Discussion

Notes: Alison Soeder
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- Diversity
 - What does this mean for us?
 - Discussion of what diversity means for Staff Council and those we represent took place but was not recorded here.
 - Come to next meeting prepared to further discuss diversity, answer questions we want in the Diversity feedback, come prepared with some people we would like to approach to apply for membership in Staff Council
 - Complete a candidate form for people so voters know about them- Address the concern of how we bring in new members who may not be well known on campus.
 - Make the initial application request easy, follow up with a request for more information from nominees (self or otherwise)
 - Are there any measures we can use?
 - Higher Education Excellence and Diversity Award metrics
 - Some of these are measurable, some are specific to a general body, some are more specific to other bodies or groups
 - Look through and find some metrics that we can determine Staff Council is doing and how we can track them
 - Select a diversity representative
 - Alison nominates **Michael Cassias** as the representative: as a new member, can see this commitment through longer on behalf of Staff Council
- Recruiting and elections
 - Does this need to be a separate committee? Tackle together in our meetings and discuss with others.
 - James Vanbebber moves we create an adhoc committee to look at creating a recruitment plan to roll out by July
 - Jessica counters to go to different groups, Alison suggests all Staff Council go to different groups and discuss Staff Council communication and talking
 - Everyone on staff council talk at different events to people about joining
 - James Vanbebber volunteers to lead the Recruitment Plan for Staff Council
 - Will come to next meeting with several items prepared to discuss and ideas for moving forward
 - How many members should we have?
 - EEO works for now, but long term may no longer be useful
 - College Station goes by Division
 - Each college has a rep, directorships has member participants
 - What method should we use?
 - College Station- divisional elections. There's a committee for each division that recruits from that division and communicates and pulls people in
 - Committee recruiting
 - Can change the definition of how we represent our staff on campus to include and recruit more people
- Staff resources guide – Coy Martin

- Meeting next Wednesday to discuss further
- Dallas site event – Jan. 20
 - For transportation, contact Anna Martin
 - She will let people know where to meet and when to meet to leave
- *Code of Conduct*
 - *Need volunteers to work on this*

Future topics

- AWL – Executive Team meeting scheduled for Jan. 19
- Staff Annual Evaluations – meeting with HR scheduled for Jan. 11
 - Dr. Rudin has asked Staff Council/a committee to look at and come up with something that is a better metric of measurement for evaluations (?)
 - Usable from both supervisor and direct report side
 - Rubric use for people to be more consistent? Can be hard to adapt to the specific positions and differences in job types
 - Have in place a year before the next evaluation so that people know what to do to get a 5 on their evaluation
 - How does this follow or work with the rest of the A&M System?
 - Have to meet standards to participate in AWL (meet a 3 overall)
- Staff Council System Cohort – have gotten all the email addresses; reaching out this week
 - Amanda will be reaching out soon (by EOW)
 - Discuss staff evaluations, share AWL processes and information once created as well

Next meeting: Tue. Feb. 14 @ 2pm (BA 218 & Zoom)

Row Labels	Count of Employee ID
Academic Affairs	159
Athletics	47
Compliance	3
Enrollment Management	58
Finance & Administration	116
Marketing Communications	16
Philanthropy & Engagement	10
President	16
Research & Economic Development	12
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Grand Total	539
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