12.07.16 Mtg.

Attendees:
X- Janet Anderson
X - Chad Ballard
X - Molly Baur
X - Tina Boitnott
X - Jeremy Gamez
X - Wendy Hooten
X - Leslie Horn
__ - Stephanie Keahey (Notified)
X - Jodi Oelrich
X - Kim Scarcelli
X - Mandy Shaw
X – James Vanbebber

Guests included: Dr. Ray Keck, Billie Abell, Jody Todhunter

Agenda:
- Call to Order and Welcome
- Financial Report (Janet)
- UEC Update (Tina)
- Committee Reports
  - Events/Fundraising (Tina/Billie)
    - Partnership Update
    - Holiday Market (cont.)
  - Staff Recognition/Appreciation (Kim)
    - EoM - November logistics
  - Communication (Jeremy)
    - Holiday Market
  - Governance (James)
    - By-Laws updated.
  - Staff Development (Mandy)
    - Professional Development Day update
- Dr. Keck meeting w/ Staff Council (11a)
  - Discussion of a time sensitive matter

Unfinished Business
- Holiday Market (cont.)
- Follow-up - Presentation/Proposal by Brian McGinley (University staff member)
  - Vote for proposal to be submitted, by Mr. McGinley, to VPAA.

New Business:
- Introduce new EEO Category 1 Representative
  - Jody Todhunter - Director of Undergraduate Admissions
- Review 2016-2017 Goals
- Update from Open Forum
- Appointment of Events/Fundraising Chair
The meeting was called to order by President Tina Boitnott at 10:00 a.m.

Financial Report – Not reported at this time

UEC Report -
- There has not been an UEC meeting since last Staff Council meeting.
- Next UEC is scheduled for 12/19 with Jeremy representing Staff Council.
  - Tina has resigned position and relocating to TAMU-Texarkana.
- Tina suggested idea of future road trips by Staff Council to meet other Staff Councils.

Committee Reports:
- **Events/Fundraising - Billie Abell**
  - **Holiday Market** -
    - Currently 29 vendors including SAACs
    - Emailed welcome letter including booth #, time, and parking information
    - Risk management “okayed” – single food vendor – “Cottage Law”
    - Help needed on Thursday at 5:00 to prepare booth areas
    - Unloading will start at 7:00 a.m. and ending at 9:00 pm or earlier
    - Duties:
      - Traffic Control – Jeremy, Tina
      - Unloading – 15 student athletes
      - 2/3 directing to the booths –
      - Check-in/Registration – Kim
      - Relaxation/Lounge area – Mandy
    - Sandwich boards provided by Career Development for parking
    - Attire –weather appropriate inside and out, wearing green/red
    - Janet purchased aprons for Staff Council
    - A table will be set-up for cards for the troops
    - Approximately $2500 received thus far
    - A blow-up Santa lion is now owned by Staff Council and “shared” to various functions on campus
    - Massages will be available from 1:30-3:30 pm
    - A survey will be given to vendors as part of the final check-out.
    - Molly is checking with Dr. Green about possible community service hours for workers from Honor’s College.
    - Final marketing plug will be done at the BUG meeting 12/8
  - **Campus Partnerships – Tina**
    - 24 partnerships confirmed (20 to marketplace) @ $300 each = $7100 currently
    - Thank you notes for partners soon

- **Staff Recognition/Employee of the Month – Kim**
  - No committee meetings until January
  - November Staff Member of the Month – Gilbert Hernandez
    - Presentation scheduled for Monday, December 19th at 9:00 am; location TBD
• **Communication** – Jeremy
  o Working on Holiday Market
  o Fix-n-Feed is donating 75-100 bottles of water
  o $150 spent
    ▪ $100 on signage
    ▪ $50 on social media

• **Governance** – James
  o Updated By-Laws regarding the Parliamentarian position and duties

• **Staff Development** – Mandy
  o Next meeting scheduled for January
  o Top three areas based on survey:
    ▪ Career and Development
    ▪ Life and Work Balance
    ▪ Leadership
  o Still determining keynote speaker
  o Requested money for the speaker
  o Planning for either 2nd/3rd week of October
  o Meeting with Tammy Thompson regarding the Open Forum meeting
    ▪ Two focal points for Staff Council
      ▪ Address progressive path for career
      ▪ Mentorship programs (initially using administrative assistants as the focus)
    ▪ Of the two points, the latter was deemed the one to take priority due to ability to see faster change
    ▪ How to Establish:
      ▪ Starting point with administrative assistants
      ▪ Decided common platform – BUG meetings
      ▪ Utilization
        ▪ Create awareness
          ▪ Perhaps extra ½ hour following January BUG meeting
        ▪ Identify focus groups
          ▪ Established administrative assistants
          ▪ Intermediate administrative assistants
          ▪ General administrative assistants
          ▪ Staff Council
  o Suggestion – possibly use apprenticeship model (i.e. Sigma 7 model) – James

**Meeting with President Keck** -
  • Mentioned time sensitive information
  • Wanted feedback from a staff perspective on future developments

**Unfinished Business**
  • Employee Suggestion Program suggested by Brian McGinley
  • Seemed to need further information or a better understanding

**New Business**
  • Introduction of Jody Todhunter to fill the EEO Category 1 position starting at January meeting.

**Future/Not Covered Business**
- The review of 2016-2017 Staff Council goals
- Update from Open Forum with President Keck
- Appointment of Events/Fundraising Chair
- Possibility of a work “anniversary” card by Staff Council

Meeting was adjourned at 12:11 pm

Respectively submitted by Kimberly Scarcelli  12.07.16