

# Texas A&M University-Commerce Staff Council

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**Mtg. Date: 03.08.16; Hosted in Training and Development office #156**

## **Attendees:**

	<b>Present (Yes or No)</b>
Billie Abell	Yes
Janet Anderson	Yes
Molly Baur	No
Tina Boitnott	Yes
Veta Dawson	Yes
Jeremy Gamez	Yes
Jodi Oelrich	Yes
Kim Scarcelli	Yes
Christi Spruill	Yes
James Vanbebber	Yes
Bryan Vaughn	Yes

## **Agenda:**

- Partnership opportunity for Faculty/Staff BINGO event - Shelby Miller, Donations go towards "Feed the Children" campaign.
- Financial Report (Janet)
- Admin Prof Day (Jeremy, Billie, Tina)
- EoM (Kim)
- Coffee w/ Council comments cards (SC)
- Coffee w/ Council March Logistics (SC)
- Accessible Emails/Awareness Content
- Election

## **Notes:**

Meeting called to order by Tina Boitnott at 1:38 pm.

**Previous minutes:** Feb. 8, 2016 meeting minutes were approved via email.

**Partnership for Faculty/Staff BINGO event:** This partnership will be without financial obligation from Staff Council. Staff Council name will be on the faculty/staff list serve email. Staff Council is requested to attend this special event that will be hosted in special events room next to café entrance, will be hosted on last Tuesday of month. Donations from event will go towards "Feed the Children" campaign. Shelby Miller (Grad. Recruiter) is the contact on this event.

Motion set to allow usage of Staff Council name set forth by Jeremy Gamez

All voted Aye.

Minutes by: Jodi Oelrich

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**Financial Report:** SC available funding is \$4385.03 Janet Anderson handed out a balance sheet.

Motion set forth to approve budget by James Vanbebber;

Seconded by Billie Abell

All vote Aye for approval.

**Admin Professional Day:** \$800.00 in confirmed partnerships, and working on others.

- Sponsor will receive journal with Staff Council logo on it and one free ticket for meal.
- Will be hosted at First Baptist Church Fellowship hall in Commerce from 11:30-1:30 pm vendor will be Peace of Bread. Peace of Bread will have staff on hand to monitor and refill when necessary. Price of quote was based on 100 people at \$15.00 per person.
- Gifts that will be given: Paint with a Twist approximately \$70.00, Mane Salon not known the total amount of certificate at this time. Landon's Winery gift certificate and a bottle of wine, maybe they will donate a bottle of wine. A certificate for \$50 for a Studio Grill.
- Jeremy Gamez brought a letter for our Sponsors to read and Veta Dawson will be completing an IDT to attach to sponsorship letter. All IDT will be routed to Janet Anderson so she can make a copy and then forward to Account payable. There will be changes to letter and amount of charge. These meal tickets available on Market place for \$15.00; Jeremy will work on changing the price to \$10.00. If the meal ticket is purchased on line, SC will have a list those purchased on line.
- Tina Boitnott will speak with Dr. Jones, we will not be asking the President's office to sponsor a table.
- Suggested to reduce the price of the ticket for this event to \$10.00, and change the menu to one meal with 2 side choices. Billie will be working with Peace of Bread to make this change in suggested menu.

Motions was set forth to drop the price of ticket to \$10.00 by Tina Boitnott,

All participants for Aye.

**EOM:** (Kim Scarcelli)

- EOM will be hosted at One Stop Shop at 11:00 am on March 9<sup>th</sup>.
- SC in attendance will be: Bryan Vaughn, Kim Scarelli, Tina Boitnott, Billie Able, and Jodi. Oelrich
- Billie Abel has basket ready.
- See if we can get EOM in Pride online magazine in future. Jeremy Gamez will work on getting it online in Pride.

**Coffee with Council:**

Minutes by: Jodi Oelrich

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- Build a page on the Staff Council website for responses to note cards left by staff members at Coffee with Council, assigned to James Vanbebber.
- Date has been changed to March 16<sup>th</sup> due to Spring break and most staff members will take off march 17<sup>th</sup>.
- Next Coffee with Counsel them will be St. Patrick's Day.
  - James Vanbebber donated Irish cream for coffee
  - Veta Dawson will bring a pound cake.
  - Janet Anderson will look up recipe for Irish Soda bread.
  - Jodi Oelrich will bring sign in sheet.

## **Accessible Emails/Awareness Content:**

- All emails sent with picture need to accessibility. We have to write a description on Cascade for accessibility.

## **Elections:**

- Present terms will end August 31, 2016 for EEC 4, 6 & 7.
- Call for interest should start no later than May 1<sup>st</sup>.

## **New Business:**

- Tina Boitnott received an email from West Texas A&M University, they are starting a Staff Council and wanted to come to campus and visit with our group. Tina Boitnott will follow up on this group.
- Service pins for employee recognition for years of service. Dr. Jones office will purchase these; we need to decide if we want to do wall plaque or a lapel pin. Do we want to have several for each level for employee to select from? Dr. Jones would also like us to collaborate with Student Government Association and Faculty Senate to design a new Mace for graduation ceremonies.

**Meeting adjourned at 3:48 pm**

**Motion to adjourned set forth by James Vanbebber**

**Seconded by Billie Abell**