

Texas A&M University-Commerce Staff Council

Mtg. Date: 4/12/2016: Meeting called to order by Jeremy Gamez at 1:35 pm in Training and Development Office #156

Attendees:

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

Agenda:

- Nikki Barnett, MSW Intern – Case Manager for A&M Commerce (15-20 mins)
- Financial Report (Janet Anderson)
- EoM Kim Scarelli
 - 3:30p @ One Stop Shop-Welcome Center
- Administrative Professionals Day Luncheon Logistics
 - Partnerships
 - Ticket Sales & Distribution
 - Gift Baskets
 - Collection of promo pieces or swag (i.e. T&D)
 - Decorations/Thank you Posters of Partners
 - Entertainment (i.e. interactive game (heads up)/trivia or pianist)
 - Additional mtg. at the beginning of the week of the 25th
 - Awareness – email on Mondays & Thursdays, KETR
 - Misc.
- Staff Council Monthly Newsletter
 - Tina Boitnott would write
 - Discuss FAQs
 - Future projects, events, etc.
 - Follow-ups from survey(s)
 - Important dates
- Staff Council Forum (similar to the Campus Carry)
 - Not too formal but has focus or at least format
 - Per semester or quarter?
 - Has time for open questions & concerns
 - Possibility of inviting campus partners that might be of topic
 - Replace Coffee w/ Council (social event move to quarterly or per semester)
 - When to start?

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- Service Recognition Update
 - Ideas brought to SC meeting. Email ideas to staffcouncil@tamuc.edu and Kim Scarcelli will place in folder.
 - HR is working on the EEOC descriptions and years of service
 - Tina Boinott and Jeremy Gamez are following up
- Election Update
 - HR working on the logistics of email distribution to each EEOC
 - Tina Boitnott and Jeremy Gamez are following up

Notes/Minutes:

Prior minutes form March 8, 2016 approved by email.

- Case Manager presented by GA intern Nikki Barnett. Will be located in Henderson Hall 323 E contact number 903.886.5517

Financial Report: Janet Anderson

- Total balance as of 4/12/2016 \$3999.62
- This is before all Sponsorship IDT's have been deposited.
- Ticket sales approximately 57 as of this date.
- Staff council will purchase tickets to event. Via online or with other staff council member.

EoM: Kim Scarelli

- Will be given to EoM on April 15, 2016 in One Stop shop.
- Suggested to add more Staff Council to this group
- Take a look at the Matrix we are currently using.

Administrative Professional Day Luncheon Logistics

- Partnerships: approximately \$4,600.00
- Ticket Sales & Distribution: Billie Abell had hand out with Sponsors participating for a total of 23 sponsors.
- Gift baskets: Still working on gifts to place in baskets. Gifts are very limited on restricted funds.
- Collection of promo pieces or swag:
 - Jeremy Gamez will check with Lisa Martinez for items from new marketing.
 - Kim Scarelli will check with Mane Salon for donation/hair products/gift certificate for donations.
 - Janet Anderson and Veta Dawson both will be donating a bottle of wine from Landon Winery.

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- Christi Spruill and Billie Abell will be working with Landon Winery for more items.
- Billie Abell will be purchasing 100 yellow roses for guest to take with them when they leave.

- Decorations/Thank you posters for Partners:
 - We will be able to rent table clothes from Sodexo at \$4.00 each total will be \$80.00 for 20 tables in location.
 - Location has mirrors for center pieces, Christi Spruill will speak with Alumni Center to see if we can borrow ones they have for event.
 - Billie Abell will work with Marketing to make Partners Thank you posters.
- Entertainment: Bryan Vaughn will speak with Music Department.
- Additional Meeting: James Vanbebber sent out a meeting request for all Staff Council members to meet at the church on April 26th from 4:00-5:00 pm.
- Awareness: Jeremy Gamez will contact KETR for event coverage and continue to send out emails as invites and reminders of event.

Staff Council Monthly News Letter:

- Tina would write great way to show what Staff Council is doing on campus.

Staff Council Forum (Similar to Campus Carry)

- Forum quarterly tentative time June 6-10th. Send list serve to see what staff would like to be informed about.

Action Items:

- Billie Abell following up with Peace of Bread to make sure they are supplying silverware and plates for Administrative Professional day.
- Staff Council will need to bring trash bags.
- Ziploc bags for left-over food.
- Jeremy Gamez has goodie bags, will ask Lisa Martinez for swag.

Future Discussions:

- Replacing Coffee with Council (Social event more to quarterly or per semester)
- Follow-ups from survey(s)
- Important dates

Meeting adjourned: Meeting motion to adjourn at 3:40 pm by Jeremy Gamez

- Seconded by Jodi Oelrich