

## Attendees:

- Janet Anderson
- Chad Ballard
- Molly Baur
- Tina Boitnott
- Jeremy Gamez (notified)
- Wendy Hooten(notified)
- Leslie Horn
- Stephanie Keahey
- Jodi Oelrich
- Kim Scarcelli
- Mandy Shaw
- James Vanbebber

Guest in Attendance: Bilie Abell

## Agenda:

- Call to Order and Welcome
- Financial Report (Janet)
- UEC Update (Tina)
- Committee Reports
  - Staff Recognition/Appreciation (Kim)
    - EoM - October will be presented 11/16 at 9a, Location TBD
  - Communication (Jeremy)
    - Holiday Market update
      - See Mtg. Recap
      - Vendor Email sent to most Bash vendors (11/7)
      - 1st FB Boost Flight complete (see results report)
      - Jeremy, Billie, and Carlos to print flyers
    - Staff Open Communication w/ Dr. Keck
      - Initial email sent out on 11/3 (more details below - New Business)
  - Governance (James)
    - Amending SC By-Laws to reflect the addition of Parliamentarian
  - Staff Development (Mandy)
    - Continued to work on Professional Development Day
      - See Mtg. Recap
      - Review survey results
      - Brainstorm format, Theme, Keynote, Session, etc.
  - Events/Fundraising (Tina)
    - Holiday Market update
      - Approved by Safety & Risk Management
      - Approved by Purchasing
      - Location is confirmed: Fieldhouse
      - Vendors will need a Food Manufacturing Permit
      - Advancement was notified and they confirmed that we don't have to involve them

- If vendor is a "food" type, their registration and all credentials will be sent to Risk/Safety for approval.
- Fire Watch needs to be established (sign up for shifts)
- Boxed lunches approved by Safety & Risk Management - need to coordinate what we have to date for orders.
- We can sell packaged candy (i.e. m&ms) w/o having a Food Handlers License. Do we still want to have the Athletes sell or just have a SC representative at a table? Or do we still want to do this?

### **Unfinished Business**

- Election of Recorder

### **New Business:**

- Staff Open Conversation w/Dr. Keck
  - Nov. 17th from 11am - Noon, RSC Legacy A&B
  - SC be there by 10:30a if possible
  - Sodexo providing Coffee, Cookies, and water (invoice to be paid - expense: \$95.60)
  - Initial email went out on 11/3 next email will be sent 11/10 from SC, President Office will send reminder week of
  - This will be considered our Coffee w/ Council for the quarter. The website has been updated.
  - Website has form created for anonymous submissions.
  - Tina will collect the submissions
- Windows 10/Outlook 2016 Deployment for University (Staff Development Committee opportunity)

Meeting was called to order at 2:01pm by President Tina Boitnott:

- Financial Report: Janet Anderson
  - Total in account: \$12,157.83
- UEC Update: Tina Boitnott
  - President house will be hosting a gathering on 11/12/16 from 1:30-2:30 prior to the Lions football team vs. Tarleton State.
- Committee Report: Kim Scarcelli
  - Committee has not met since Staff appreciate event.
- Communication Report: Jeremy did not attend meeting, however Committee minutes were presented via email from Leslie Horn.
  - Holiday Market update: Holiday Event on Facebook was exhausted over the weekend with 60 direct responses. The event went from 52 attendees to 70 attendees. Report was submitted to committee.
  - Staff Open Conversation will be hosted on November 18<sup>th</sup>, 2016 at 11:00am-12:00pm in Legacy A&B. Jeremy sent out staff email, and will send out again on 11/9/2016 to gather questions in regards to Learning, Living & Working survey. Tina Boitnott and Kim Scarcelli are gathering the questions for Dr. Keck to answer. The form for submission is anonymous; staff are highly encouraged to submit questions.
- Governance: James Vanbebber
  - No new issues here.

- James will update the Staff Council By-Laws Article IV-Staff council: Section I-Duties to include the election of a Parliamentarian. The Parliamentarian will have the right to vote in elections.
- President Tina Boitnott set forth the motion: I move to elect a Parliamentarian, with allowances to vote in elections.
  - All voted to approve this position on Staff council.
- Staff Development: Mandy Shaw
  - This committee has met on 11/3, 2016 at 2:00-2:45pm in Gee library #156.
  - Mandy presented minutes on the meeting that were handed out to Staff Council committee members.
  - Next Staff Development day is tentatively scheduled for October 2017, at this time the Staff Recognition awards are scheduled to be presented.
  - Next scheduled meeting will be January 23, 2017 location is to TBA at this time.
- Events/Fundraising: Billie Abel
  - Risk and Safety have approved this event to be hosted in Field house.
  - Holiday market has 7 vendors for this fundraising event.
  - Fire watch will need to be established for event due to use of electrical cords at fundraiser. Staff Council members will need to sign up to assist with this task.
  - Box lunches for vendors have been approved for this event.
  - A call of all Staff Council member to volunteer for set up and break down of event.
- Unfinished Business:
  - Election of recorder: Kim Scarcelli is the newly elected Recorder for the Staff Council.
  - Windows 10/ Outlook 2016 Deployment for University.(Staff Development opportunity)
- New Business:
  - Drop box for Staff to place questions for next presented of the next Staff Open Conversations with Dr. Keck.