

4/12/2017 Staff Council mtg. Agenda

Attendees:

- X Janet Anderson
- X Chad Ballard
- X Molly Baur
- X Jeremy Gamez
- X Wendy Hooten
- X Leslie Horn
- X Stephanie Keahey
- Jodi Oelrich (notified)
- X Kim Scarcelli
- X Mandy Shaw
- X Jody Todhunter
- X James Vanbebber
- X Billie Abell (invited)

Agenda

- Call to Order and Welcome
- Financial Report (Janet)
- UEC Update (Jeremy)
- Committee Reports
 - Events/Fundraising (Billie)
 - Luncheon Update (cont. w/ Unfinished Business)
 - Staff Recognition/Appreciation (Kim)
 - EoM - logistics
 - Additional Ideas for engagement
 - Communication (Jeremy)
 - Nothing to report
 - Governance (James)
 - Nothing to report
 - Staff Development (Mandy)
 - Professional Development Day update

Unfinished Business:

- Admin Professionals' Luncheon
 - Logistics / Assigned Duties

New Business:

- 4/18 - Speaker Series (Andrew Young and Dr. Robert Green)& HL renaming (David A. Talbot 11a & 2:30p)
- Administrative Assistant Mentorship Program
 - Planning Stage, format, forums, incentives, etc.
 - Stakeholders (Staff Council, President's Office, T&D, etc.)
 - Form Delegation of Mentors

MINUTES:

- The meeting was called to order at 2:05 pm by President Jeremy Gamez
- Financial Report (Janet)
 - Ending balance - \$22,144.94

- Incoming revenue based on sale of luncheon tickets and one IDT from the partnerships
 - Professional Administrators Appreciation Luncheon- 114 tickets ordered on Marketplace
 - Partnerships – 24
 - Additional upcoming expenses include:
 - Posters from Latson’s
 - Flyers
 - Deposit to Peace of Bread for luncheon
 - James V. made a motion to accept the finance report, Stephanie K. seconded the motion, council approved
- UEC Update (Jeremy)
 - Now weekly meetings until the end of May
 - Utilizing the EMS system more for events and master calendar
 - Risk/Safety Management – John Weatherford for contact
 - Currently not all rooms are on EMS
 - Other by-pass EMS
 - A shift is needed on who “owns”/manages various rooms
 - More training needed for the EMS system
 - Bi-weekly TV spots on all major affiliates “road-blocking” the 5-6 am time period
 - Electronic billboard for TAMUC on I-30 near Ferguson Road
 - Bi-weekly pay conversions for non-exempt employees
 - Lisa Blackwell will be attending next Staff Council meeting
 - Conversion effective September 1st, 2017
 - August 1-31 pay distributed on September 1st
 - September 1-9th distributed on September 15th
 - September 10th- 23rd distributed on September 29th
 - There will be sessions to assist staff members in planning
 - Convocation – Dr. Larry Lemanski on April 12th at 11:00 in Ferguson
 - Classes cancelled at this time
 - Dr. Young speaking engagement on April 18th at 11:00 am.
 - Last of the speaker series
 - Students are not to be penalized if they attend
 - Remaining of the Hall of Languages – Dr. Talbot – at 2:30 pm on April 18th
 - RSVP if attending
 - Further information can be found at: www.tamuc.edu/100
 - Athletic fee referendum
 - Opposition has been created – “fee fighters”
 - Possibility of a practice field for the football team has been mentioned as a “want”
 - Want to increase the fee from \$10.99 to \$20.00/credit hour starting with the incoming Fall 2017 class
 - The desire is for the fees to assist in building faculty lines
 - Students must vote regarding the fee through their MyLeo account
 - Budget for the state is bringing cuts between 6-10%
 - For TAMUC, the cut will be closer to 6.4% which is approximately \$2.7 million
 - Special item funding will be cut

- I.e. electrical engineering and Master's nursing programs
 - Summer schedule will not be changing for the Summer of 2017
 - Mostly due to retention numbers
 - President is searching for ways that would make “weekends more desirable” for students to stay in the Commerce area rather than going off-campus
- Committee Reports
 - Events/Fundraising (Billie)
 - Administrative Professionals Luncheon –
 - 145 tickets currently sold
 - April 18th – headcount deadline
 - Sending flyer on ListServ Thursday the 13th, and two times next week
 - Flowers will be purchased through April Showers – white daisies with yellow filler
 - Vases will be provided by the Alumni Center
 - Table clothes have been ordered through Sodexo
 - Work Shifts:
 - Monday the 24th – 3-6 pm
 - Tuesday the 25th – 8-3 pm
 - Have had swag donated from various campus departments
 - Music will be provided by James
 - There will be a wireless microphone and a photo booth area
 - Billie will be making a chart with work stations.
 - There will be 2 serving lines
 - Attendees will be filtered through the main entrance instead of using multiple with signs guiding them to the entrance
 - SACs will be serving drinks and assisting
 - Desserts will be provided on the table
 - 11:30-1:00pm on April 25th
 - Menu will include choice of either grilled chicken breast or lasagna.
 - Staff Recognition/Appreciation (Kim)
 - Anniversary postcards
 - An SOP was provided outlining the steps of how the anniversary postcards will be regularly dealt with
 - Current Latson's prices include:

▪ 600 cards – ½ page	\$168.47
▪ 600 cards – ¼ page	\$108.43
▪ Tim Willett offered to cover the price	
 - Proofs will need to be through MarCom with at least two options to bring before Staff Council
 - James V. made a motion to pursue the postcards, Wendy H. seconded the motion, Staff Council approved
 - Apparel for Staff
 - Possibility of “staff only” long-sleeved shirts that staff members may order with a \$20 cap on cost per person
 - Motion passed by Staff Council to pursue this idea.
 - EoM – March Logistics

- Communication (Jeremy)
 - The presentation will be April 23rd at 11:00; location TBD
 - Save the Date flyer sent out regarding Professional Administration Luncheon via Billie
- Governance (James)
 - Nothing to report
- Staff Development (Mandy)
 - No report given due to time

New Business:

- Administrative Assistant Mentor Program
 - Discussion made about the use of the word “mentor” as well as those focused on
 - Margo from Education Leadership mentioned that mentorship was needed for administrative assistants at the Open Forum
 - Pairing new with old to learn new processes
 - Possibly find a “mentorship model” in existence to base around
 - Focus group could be created through BUG meetings
 - Need to find out issues, needs, and struggles of these employees new or old
 - Volunteer then should be found to act as a “friend” or “mentor”

The meeting was motioned for dismissal by Jeremy G., and seconded by Mandy S. Motion approved with dismissal at 4:18 pm

Minutes are respectively submitted by Kim Scarcelli on April 13th, 2017 at 11:52 am.