

# 5/10/2017 Staff Council mtg. Agenda

## Attendees:

- X Janet Anderson
- X Chad Ballard
- X Molly Baur
- X Jeremy Gamez
- X Wendy Hooten
- A Leslie Horn
- X Stephanie Keahey
- A Jodi Oelrich (notified)
- X Kim Scarcelli
- X Mandy Shaw
- X Jody Todhunter
- X James Vanbebber
- X Dr. Tabetha Adkins (invited)
- X Lisa Blackwell (invited)

## Agenda

- Call to Order and Welcome
- Financial Report (Janet)
- UEC Update (Jeremy)
- Freshmen TRAC Presentation – Dr. Tabetha Adkins, 2:30p (20-30 minutes)
- Bi-weekly Non-Exempt Payroll Presentation – Lisa Blackwell, 3:00p (20-30 minutes)
- Committee Reports
  - Events/Fundraising (Billie)
  - Staff Recognition/Appreciation (Kim)
    - EoM - April logistics
    - Postcard update
  - Communication (Jeremy)
    - Nothing to report
  - Governance (James)
    - Nothing to report
  - Staff Development (Mandy)
    - Professional Development Day update

## **Unfinished Business:**

- Administrative Assistants' Network
  - SC Committee Chair
  - Individuals interested in Focus Group (technical application)
  - Collaborate w/Ricia Montgomery (professional development)
  - Establish governance (follow C.A.N.'s model)
  - Present a Professional Development Day-Sneak Peak (Ricia)

## **New Business:**

- Coffee w/Council – 5/18/2017
  - Logistics
- SC elections
  - Governance Committee to take lead, will ask for assistance if needed
  - Tentative timeline: May-request eligible EEO report from HR, June- Call of interest email, end of June – voting, End of July-retreat (new and existing members)
- Student volunteer groups for events
  - Is there a need for Professional Development Day?

## **MINUTES:**

- The meeting was called to order at 2:08 pm by President Jeremy Gamez

- Financial Report (Janet)
  - Ending balance - \$19,436.92 as of 5/10/17
    - Incoming revenue based on sale of luncheon tickets
  - Molly B. made a motion to accept the finance report, Mandy S. seconded the motion, council approved
- UEC Update (Jeremy)
  - Apartment fire
    - Nikki Barnett (case manager) as point of contact
  - Academic
    - Search for Associate Provost for Research
    - Associate VP for Institutional Advancement
      - K. Beatty has been chosen
      - Starts July 1
  - New logo set coming out
    - Similar to new SC logo
    - Loosening branding items and colors
    - Mock-ups out soon (summer)
    - Contact: Scott Casan
    - Can be more customized for each department/group
  - Quality of Life Survey for Commerce residents
    - Used by the urban planner – Ian Lockwood
  - EMS – Master Calendar of Events
    - Big push to engage in EMS
    - Go through training
    - Under University Operations and Safety – John Weatherford
  - Dr. Young – Enrollment Management gave a presentation
    - Classes cancelled at this time
  - University passed the athletic fee referendum
    - Almost did not pass due to the committee (2-1 vote; with one absent)
- Dr. Tabetha Adkins – Dean of University College – TRAC – First-year Freshmen Retention Program
  - TRAC – Transforming Relationships and Academic Connections
  - National retention rate – 50% (FTFT – first-time, full-time freshmen)
  - TAMUCs retention rate currently – 69.4%
  - Six key areas of attention
    - Orientation
    - Lion Camps (includes the Pride Walk)
    - Mentor House –
      - Named after campus historical figures/notables
      - 25 students/house
      - 55 mentors
      - 48 houses
    - Signature Courses
      - Freshmen only
      - Academic topic
      - Distinguished faculty teach
    - Book in Common
    - FY TRAC events
  - There will no longer be Freshmen Success Seminars
  - SC asked to assist with next Book in Common choice
- SC Elections
  - Look for seven seats from Zones 1, 3, 5
  - HR report - May
  - Call of interest at the beginning of June

- End of June – vote
- End of July – retreat for new and existing members
- Lisa Blackwell – Bi-Weekly Non-Exempt Payroll
  - Non-exempt employees effective September 1, 2017
  - Employees eligible for comp and still fill-out a timesheet
  - Doing this because TAMU system goal to standardize title codes, pay plan, and pay schedule
  - 26 bi-weekly pay checks in a year
  - 10 months a year employees will have 2 pay checks per month
  - 2 months a year employees will have 3 pay checks per month
  - 2/3 bi-weekly pay checks per month are not the same as one month pay
  - Divide yearly salary by 2080 work hours
  - September 2017
    - September 1 - Pay August 1-31 (August benefits deducted)
    - September 15 - Pay for September 1-9 (1/2 September benefits deducted)
    - September 29 - Pay for September 10-23 (1/2 September benefits deducted)
  - Important facts for employees
    - Timesheets must be completed each week
    - Timesheets must be approved by manager by the deadline
    - If the timesheets are not completed AND approved – no pay for the employee
  - How will HR assist the employees?
    - Services to assist the employees will be promoted by HR and Payroll
    - Assistance with Net Pay Calculations
    - Sessions –
      - Tuesday, June 13<sup>th</sup>, BA 339, 9:30-11:30; 1:30-3:30
  - “Workday” – Nw HR/Payroll System coming out December 1, 2017
    - Replacing BPP, EPA, HRConnect, iBenefits, LeaveTrac, PATH, and TimeTraQ
- Committee Reports
  - Events/Fundraising (Billie) – nothing to report
  - Staff Recognition/Appreciation (Kim)
    - Anniversary postcards
      - Have been requested to use HUB vendors
      - Will get various quotes elsewhere in addition to Latson’s
      - MarCom will assist with photos
    - EoM – April Logistics
      - The presentation will be May 15<sup>th</sup> at 9:30 am; location AGIt Lobby
  - Communication (Jeremy) – nothing to report
  - Governance (James)
    - Nothing to report
  - Staff Development (Mandy)
    - Keynote no longer coming due to committee decision
    - Break-out sessions in the morning
    - Open forum in the afternoon
    - 8:30-9:30 – breakfast (Ferguson)
      - President requested healthy food options
    - 9:00-10:00 – years of service awards
    - 10:15-11:00 – break-out session #1
    - 11:00-11:15 – break
    - 11:15-12:00 – break-out session #2
    - 12:15-1:15 – Lunch
      - Possibly potato/salad bar
    - 1:30 – 3:00 – Open Forum
    - Potential break-outs:
      - Lydia Harkey- ADA compliance

- IT – Laserfiche (FORTIS replacement)
- Jay Garrett – Wills and Trusts
- Safety – EMS
- Dr. Alex Williams – Leadership
- Desire2Learn – Learning Management System
  - Replacing eCollege with “Brightspace”
  - Similar to Blackboard
- Ricia Montgomery – Administrative Professionals

### **New Business:**

- Coffee with Council
  - May 18<sup>th</sup>, 9-10 am
  - No massage chairs
  - Jeremy will bring hot water and take care of coffee
  - Stephanie will assist with the sweets purchases
  - Checking with Leslie regarding the items in the SC totes in order to restock as necessary
  - Have need of more pencils

The meeting was motioned for dismissal by Jeremy G. Motion approved with dismissal at 4:03 pm

Minutes are respectively submitted by Kim Scarcelli on May 5th, 2017 at 9:02 am.