

Staff Council Agenda

April 4, 2018

Agenda

- Call to Order and Welcome (Jeremy)
- Discussion with Dr. Keck – University Administration Salary Adjustments
- Financial Report (Belinda)
- UEC Update (Jeremy)
- Committee Reports
 - Events/ Fundraising (Stephanie & Billie)
 - Admin Professionals' Luncheon Logistics
 - i.e. marketplace, center pieces, lines, communication
 - Giveaways
 - Staff Recognition/Appreciation (Kim)
 - Postcards update
 - Logistics and April roll-out
 - EoM – Banners *Order*
 - Communication – (Jeremy T.)
 - EoM
 - Admin Luncheon
 - Scholarship
 - Governance (Jody)
 - Scholarship Finalized
 - Application form go-live
 - Staff Development (Mona)
 - Professional Development Day
 - Start compiling a list of potential sessions
 - Ex: Mane Market, Workday, Faculty sessions, etc.
- Unfinished Business:
 - EoM Orders of Improvement: Banners, plaques, backdrop
- New Business:
 - Salary Adjustment Discrepancy
 - President's Position Description released

Meeting:

Attendees:

Janet Anderson
Chad Ballard
Belinda Benson
Sarah Elder
Jeremy Gamez
Mona Gilley
Leslie Horn
Stephanie Keahey
Jodi White
Kim Scarcelli
Mandy Shaw
Jeremy Tanner
Dr. Ray Keck – invited
Billie Abell – invited
Lisa Owens – absent

- The meeting was called to order by President Jeremy Gamez at 2:01 pm with greetings made to the audience.
- Discussion with Dr. Keck – “University Administration Salary Adjustment”
 - Overall morale is low on campus
 - Experienced a downturn in admissions last fall
 - “Fund Your Future” – gave grad students free courses where the funds came from unsustainable sources
 - Inability to do merit increases in fall of 2017
 - Typically if there is a doubt, to hold off to determine where numbers (money) may be
 - At the same time, there were equity issues (salary adjustments pertaining to job; mainly staff, not faculty)
 - In August, there was a breakdown of the VPs, AD, and directors of how they are compensated within the A&M System (based only on System schools, not elsewhere)
 - Across the System, all the presidents have the same salary
 - In the assessment, as an institution, our higher administration was below everyone else
 - We are the only R2 school in the system
 - Six weeks after the adjustments were made, it was determined that the institution did not have \$1 million for the merit pool
 - Mainly to a slight increase in undergrad, but a significant drop in graduates
 - It was determined that funds could be taken out of reserves with a one-time usage
 - The amount for approval for the adjustment for the upper administration consisted of \$80,000

- It was determined to leave the equity adjustment in place to provide a stable and strong upper administration following turnover of three VPs
 - The amount funded (\$80,000) was done in increments for 7 higher administrative officers.
 - Jeremy G. asked to create a memo for Dr. Keck regarding staff pay issues
 - A task force was created for faculty assessing task load and compensation..
 - Issues with staff differ (i.e. title changes, exempt status, staff improvement without compensation)
- Financial Report (Belinda)
 - Total Budget: \$26, 254.88
 - Encumbrances/Pending Charges: \$ 1,190.49
 - Total Expenses: \$8,446.32
 - Credit Card Expenses: \$14.37
 - Total Available: \$16,603.70
 - Scholarship Account: \$4000.00
 - Luncheon Tickets
 - Currently have sold 42
 - Campus Partners 28
 - Tina Livingston would like 26
 - Have 200 tickets total
 - Motion was made to accept the financial report – Jodi White
 - 2nd by Leslie H.
 - SC approved
- UEC Update
 - Kevin Hines presentation is available
 - QPR (Question, Persuade, Respond) – Nick Patras
 - 1 hour set aside at future meeting for training
 - Keck – the idea of roundabouts
 - University Village and City of Commerce in discussions about improvement
 - Faculty Workload Task Force was put together
 - Convocation for Dr. Mildred Pryor – April 12
 - Topping Out of the Nursing Building – April 12
 - Can sign beam close to the site
 - 3:00 pm
- Committee Reports
 - Staff Development – Mona
 - Trying to reschedule meeting
 - Make a mental list of session options and send to Mona
 - Professional Development Day – October 4th
 - Budget of \$6000 – speaker

- Governance – nothing new
- Communication – Jeremy T.
 - Scholarship form presented to SC
 - Motion was made to approve form – Jodi W.
 - Seconded – Mona
 - Approved by SC
 - Goal to send out on listserv about scholarship mid-Spring
 - “Random Selection” added to communication
 - Billie sending out information about luncheon
- EoM/Staff Recognition
 - Matrix completed by end of week
 - Determination made that if president is not able to present in first two week of month, to use either Linda King or another as presenter
 - Clock replacement found for service award
 - Will get invoice
 - Postcards have been sent out for April
 - Sarah and Belinda have purchased the backdrops
 - Starting in September EoM will receive a plaque
- Fundraising/Events
 - Administrative Professionals’ Luncheon-April 24
 - 42 tickets sold
 - 28 partners
 - Our cost is \$9/meal, ticket priced at \$10
 - Dos Laredos –caterer
 - Fajitas on the menu
 - Next week meeting with restaurant (Billie and Jeremy G.)
 - Discussed buying baskets and honey if needed
 - Volunteer sign-up created by Kim
 - Three shifts including: Set-up, Serving, Clean-up with 14 students total
 - SC will buy lunch for workers
 - Show up between 8:30/9:00 the morning of the event to work
 - Two serving lines – less congestion
 - Chad will be getting sandwich boards
 - Flowers will be the same
 - Blue tablecloths
 - Rec Center has purchased silver, engraved-lion head vases for SC to keep with 5 extra to give away
 - Latson’s provided a giveaway
 - Many door prizes with new contributors

- Wear SC black polo
- Distribution of the gifts will be random and not in value order
- Meeting was adjourned at 4:08 pm by President Jeremy Gamez.

Meeting minutes respectfully submitted by Kim Scarcelli at 4:52pm on April 11,2018.