

# Staff Council Agenda and Minutes

## Wednesday, September 12, 2018

### 9/12/18 Agenda

Wednesday, September 12, 2018

2:00 PM

#### Attendees:

- Billie Abell
- Janet Anderson
- Belinda Benson
- Ray Dittrich
- Sarah Elder
- Valerie Fulkerson
- Jeremy Gamez
- Mona Gilley
- Leslie Horn
- Johnene McLarry
- Lisa Owens
- Hattie Powell
- Kim Scarcelli
- Jeremy Tanner
- Jody Todhunter
- Jodi White

### Agenda

- Call to Order and Welcome
- Financial Report (Belinda)
- Election of Officers
  - President
  - Vice President
  - Recorder
  - Treasurer
  - Parliamentarian
- Committee Reports
  - Staff Recognition/Appreciation (Kim)
    - EoM Logistics (Kim)
    - Service Awards (Jeremy G.)
  - Staff Development (Mona)
    - Professional Development Day Update
  - Events/Fundraising (Billie)
    - Holiday Market Update
  - Communication (Jeremy G. & Jeremy T.)
    - PDD-committee has assisted
    - Upcoming-Communication Plan work for Holiday Market
    - Call of interest for committees
  - Governance (Jeremy)
    - Staff Grievance Policy Discussion in November

**New Business:**

- UPD National Night Out
  - Financial commitment opportunity
- Homecoming: Door, Window, Banner, Display Competition

Staff Council Minutes

**Attendees:**

Jeremy Gamez  
Janet Anderson  
Valerie Fulkerson  
Jeremy Tanner  
Jodi White  
Lisa Owens  
Kim Scarcelli  
Mona Gilley  
Jody Todhunter  
Johnene McLarry  
Leslie Horne  
Sarah Elder  
Belinda Benson  
Hattie Powell

Absent: Ray Dittrich

- Meeting was called to order by President Jeremy Gamez at 2:03 pm.
- Welcome
  - Officially first meeting of the new cohort of 2018-2019
- Financial Report
  - FY2018
    - Total Expenses Funded for FY2018 - \$13, 219.53
    - Total Budget – \$ 27, 414.88 (FY2018)
    - Total Encumbrances – \$8.81 (FY2018)
    - Total Expenses - \$13, 219.53
    - Total Credit Card Expenses - \$38.05
    - Total Available - \$14, 148.49
  - FY2019
    - Total Budget – \$19, 148.49
    - Encumbrances - \$ 1,165.75
    - Total Expenses - \$0
    - Total Credit Card Expenses – \$0
    - Scholarship Account - \$4000.00
  - Motion to approve Valerie, Billie seconded, approved with modification to the 2019FY page
- Election of Officers

- Discussed role of parliamentarian
- Open roles for President, Vice President, Recorder, Parliamentarian
- Presidential nominations – Jody Todhunter, Mona Gilley
  - 2018-2019 President – Jody Todhunter
- Vice Presidential nominations – Kim Scarcelli, Mona Gilley
  - 2018-2019 Vice President – Mona Gilley
- Recorder nomination – Valerie Fulkerson
  - 2018-2019 Recorder – Valerie Fulkerson
- Treasurer nomination – Belinda Benson
  - 2018-2019 Treasurer – Belinda Benson
- Parliamentarian nomination – Jeremy Tanner
  - 2018-2019 Parliamentarian – Jeremy Tanner
- Staff Recognition/Appreciation (Kim)
  - EoM Logistics – September 28<sup>th</sup>
  - Service Awards – Professional Development Day
    - Change: clocks used previously no longer available; now using new clock with blue (25 year mark – 1 person)
    - 9 individuals for 20 year mark
    - 5 individuals for 15 year mark
    - 18 individuals for 10 year mark
    - Slight change in cost
    - 5 year will receive a certificates
    - Janet has the paper and has printed certificates last year
    - Start on the certificates as a month out
- Staff Development
  - Professional Development Day Update
    - Was sent invoice for the lunch; too expensive; will have to revisit
    - Schedule time to stuff bags and make badges
    - Will need help with registration tables and room monitors
    - Send any volunteers to Jazz
    - Jazz will put on their badges what classes the individual has registered for
    - Flyer has been created
    - President and Provost will be sending out emails announcing the development day encouraging attendance.
    - Dr. Powell has sent information out for the One Stop Shop regarding the event.
    - Room size will determine number in section.
    - Break-Out Sessions listing was provided by Mona to Staff Council as well as the schedule of timing.
    - Adjustments will be made on informational flyer prior to sending out.
    - Starts at 8:30 for the meet and greet to get name badges passed out.
    - SC wear SC shirts.
    - Service awards – MarComm will be there awards.
    - Supervisors will be notified of those receiving awards (Jeremy G. and Janet).
- Events/Fundraising

- Holiday Market
  - Venue has been confirmed
  - Facebook is up and running
  - On SC website
  - Jeremy Tanner working on the Marketplace
  - Already have had some vendors contacting.
  - November 16<sup>th</sup>
  - Passing out “Save the Date” for the Bois D’Arc Bash
  - Grab business cards of potential vendors that Billie can contact
  - 2 UPD officers have volunteers their service hours
  - Information as not yet been communicated to past vendors
  - Potential facebook advertising in the future
  - Spreading the word to different festivals and events
  - Volunteer details later
- Communication
  - PDD – committee has assisted
  - Upcoming communication plan for holiday market
    - New yard sign
      - Revamping the appearance
  - Call of interest for committees
- Governance
  - Staff Grievance Policy Discussion in November

New Business:

- UPD National Night Out
  - Financial commitment opportunity
  - Week of Homecoming
  - Last year sponsored Kathy’s Kritters
  - Asked for a financial donation of \$500 to assist the National Night Out
    - Possibly used for activities, band, etc.
    - Placed in pot for operations
    - October 23<sup>rd</sup> (during Homecoming week)
    - SC will get recognition/credit at the event
  - Motion to donate \$500 by Billie/2<sup>nd</sup> by Jeremy T
  - SC approved the donation
- Homecoming: Door, Window, Banner, Display Competition
  - Judge: Jeremy G., Kim, Jodi, (Johnene’s student worker)(graduate assistant – Kim)
- Motion to dismiss Leslie, 2<sup>nd</sup> Valerie

Meeting officially dismissed by newly elected Vice President Mona Gilley at 3:20pm

*Respectfully submitted by Kim Scarcelli September 13, 2018 at 8:28 am.*