

# Staff Council Agenda & Meeting Minutes

Wednesday, December 11, 2019

2:00 PM-BA 343

## Attendees Present (green):

- Billie Abell
- Judy Allen
- Amanda Brown
- Erica Contreras
- Ray Dittrich
- Sarah Elder
- Valerie Fulkerson
- Mona Gilley
- Leslie Horn
- Kim Jefferies
- Arlana Martin
- Brian McGinley
- Hattie Powell
- Amy Robinson
- Charles Robnett
- Katie Thomas

## Agenda

### Call to Order and Welcome

The meeting was called to order at 2:06 p.m. by Mona Gilley

### **Michael Johnson/Linda King-Smoke Vapor Tobacco Free Environment Discussion (Please see attached)**

Linda and Michael discussed policy. Linda, Chancellor Sharp announced on October 1<sup>st</sup> vaping banned on all system properties. Each campus needed to develop procedures. Decided to combine no tobacco and no vaping on campus and ALL grounds/property owned by the system and/or university. Had adhoc committee with members from various areas represented including, Mona Gilley, Brian Vaughn, Michael Stark, Dr. LaVelle Hendricks, SGA, and others included. Needed to be approved by all major stakeholders.

Michael – policy will be presented to system as the policy written. Policy includes sports facilities, the farm, parking lots, etc. Anything system owned will be considered banned for smoke/vapor/tobacco free. Link to healthcare and other assistance programs is included in policy. The group asked who will police the policy. Michael stated initially will give people benefit of the doubt to abide by the policy, then UPD after that. In Texas you must be 21 years of age or older to use these products.

Group discussed staff leaving premises. Ashtrays will be moved, new signs posted everywhere. Supervisors should monitor staff breaks. Expectations of others who see it happening is to report it. Review of policy will

be part of new employee orientation, in handbooks; suggestion made to have Wellness do events in November for Great American Smokeout.

Hattie Powell suggested using little reminder cards for employees that can be handed out if see other violating the policy; Billie Abell suggested putting signs on sidewalks where they smoke now or where the ashtrays are. Sarah Elder asked if we have received feedback from smokers. Michael stated there will be an FAQ on website, a letter from Dr. Rudin which will also be published on our website.

Other ideas, include in move-in packets for Residential Living and Learning, posters, Wellness programs, and requiring departments to discuss in departmental meetings and document discussions. Dr. Rudin will be discussing this in spring assembly.

Brian McGinley suggested sending out a map of property owned by the university. Staff Council can add a link to property, streets owned by us that employees, students, visitors may link to; Mona Gilley will check with Travis Ball about getting a map.

### **Financial Report - Kim Jefferies**

Kim presented the financial report. New things hit account such as expense from Holiday Market. Money available is \$20,697.31. Valerie Fulkerson made a motion to accept the finance report as written, it was seconded by Arlana Martin; the budget was accepted.

### **Committee Reports:**

- **Events/Fundraising – Billie Abell**

- Holiday Market - 49 vendors signed up and there was one no-show. Brought in \$3,486.00 with expenses totaling \$1,058.45 - profit of \$2,427.55 from event. The survey feedback indicated some liked it, others made comments it was too cold. We had 730 customers come through. Overall surveys were positive; there were around 550 patrons last year; signage helped community coming thorough, lighting was good, openness in the center was good. Next year we need to improve the shuttle process.

Billie indicated we cannot expand unless we open up space outside if we continue to hold the event keep in Morrison Recreation Center. The group discussed checking on tents if we do them outside; Taco truck was a hit and wants to reserve space for next year. Because of how long the wait was, will suggest we have them provide a menu for that day; consider adding more food vendors for next year.

Next year have 2 shuttles constantly going; could also have a shuttle strictly for vendors.

- Service Awards

- In January we will have a meeting to start planning. We initially scheduled this for April 15, 2020, which is now the same day as Spring Convocation. Billie will check on doing it on a different day in that week or the next week.

The group discussed the service award criteria for determining eligibility, which is now based on “state” service, which looks at all employment for the state, not just with A&M-Commerce, the institution/college, which is the criteria the system uses.

- **Staff Recognition/Appreciation – Sarah Elder**

- Anniversary Cards-New Cards

December cards have gone out. Monday will do a signing party for the next month's cards; if can't come will be sent to the members in interoffice mail to sign.

- Employee of the Month

- November EOM – awarded to Nikki Barnett
- Mona discussed things she has been approached about concerning EOM that included asking about a monetary award, parking space, etc. Valerie and Mona investigated, if give \$50 maximum, Dr. Rudin agreed to fund it, but will require the additional paperwork and record keeping. Mona stated James Vanbebber is on the university committee for parking and indicated we would have to decide who will move the sign each month or we would have to reserve a parking spot on every parking lot on campus since you don't know who may be named EOM.
- Mona also discussed issues have been brought up about those selected for EOM being on a corrective action plan or performance improvement plan (PIP). If we change to exclude these employees, we would have to get into approval and review of their employee file. The group discussed the pros and cons of changing the EOM based on this feedback. Mona Gilley made a motion to change the EOM award adding a monetary award and parking spot for the recipient; Billie Abell seconded the motion; all members present opposed the changes, motion did not pass.
- We will table the PIP discussion for Mona to discuss with Dr. Romero if he sees an issue with EOM being on PIP in light of how we are currently awarding EOM.

Erica Contreras suggested investigating what other system institutions are doing for EOM and raising money; the subcommittee can ask these questions to others in system.

The group also discussed the pros and cons of having the EOM award presentation be a surprise or planned event. Dr. Rudin would prefer it be a surprise. The group suggested the subcommittee to check with other systems and poll past recipients with the question.

People do seem to appreciate the cake we are now purchasing from SC for the EOM presentation.

- Scholarship – Sarah reported criteria has been updated, posted to website, approved and the application is now open. Three announcements were sent out; announced at BUG; right now have 18 applicants, 17 graduate students and one undergraduate, January 7<sup>th</sup> is deadline to submit. Next day we will do random selection.
- Service Award – Erica Contreras will now be leading that process for the subcommittee; Erica revisited the “state” award criteria. The subcommittee will reach out to employees if they have an issue, can contact the committee. Determination of those eligible to receive the award will be run on September 1<sup>st</sup> of each year and doesn't go backwards or forward, effective based on who is eligible that date.

Mona asked about communication to staff ahead of time. Erica we will use the system email and revise for our purposes. Employees will actually get more credit now since they can count

other employment for the state. Mona will talk to Linda to see when we want to communicate.

Billie asked if we are going to pay for the tickets for the recipients of the service awards. Mona indicated we should pay for those receiving the awards. Erica will rerun numbers and bring to the committee to see how many there will be.

- **Communication – Sarah Elder**

- Update – Wrapped up Holiday Market. Did three boosts on Facebook to 22.7K+ people, other people shared the event. Next year may do a Holiday Market FB page. It currently takes many clicks to get to this information on our webpage.
- Scholarship posted, EOM all up-to-date and posted on FB; street signs updated; scholarship communication will go out; and Service award communication and our SC website. Mona commented on the good job being done on getting things out and communicated.

- **Governance – Brian McGinley**

- Staff Council By-Laws Draft Revisions

Brian presented a draft revision to the Staff Council By-Laws. Section 1 discussed parliamentary authority; order of business, Section 4 voting, absentee voting is not currently allowed in the policy. Robert's Rules of Order adds complexity; suggest changing wording to add what a quorum vote in accordance with Section 4; simple majority of those present; can drop the motions and seconds, on items being voted on. We can add email voting to the policy if there are items that can't wait until the next SC meeting. Brian will make the revisions. There must be a two-thirds vote of the members to approve, there is two-thirds present at this meeting.

Valerie made a motion to accept the draft changes with adding email voting to the by-laws, Kim Jefferies seconded; motion carried.

Arlana Martin – recommend adding to minutes that meetings are open and put next meeting in minutes. Questions about SC can be submitted to the SC website. Meetings are held every 2<sup>nd</sup> Wednesday of each month. General Staff meetings must be publicized. Arlana will check and be sure it is on our webpage.

The next Staff Council meeting is currently scheduled to take place Wednesday, January 8, 2020 in BA 343.

- **Staff Development – Mona Gilley**

- Update – Mona tried to meet with Jazz about Professional Development Day moving completely to Training and Development department. Dr. Rudin okay with moving it to them.

January we need to develop something for our Staff Development – we can do active shooter; wellness program; Mona met with Alicia about what is understood about wellness benefit and how some areas are interpreting the guidelines.

Sarah suggested changing the name to “Staff Engagement”; Brian suggested we can sponsor staff going to conferences; cross-training around campus, career advancement training etc. Kim J. stated Career Development is doing a mentors program for students/employees for real world positions.

Mona will talk to sub-committee about changing the name, things we can do for training, professional development, etc.

### **Unfinished Business:**

- Ideas for President for Staff Morale-On Going

In new employee orientation, Mona asks employees where they worked if there was a Staff Council; suggestions for recipient gifts - give away a free parking pass, give away care bears for staff who have had family surgeries, death in the family, Sunshine fund, and donation to a scholarship. The group discussed creating a fillable form online on SC webpage that supervisors and others can fill out to inform SC of what is going on with staff. Staff Council could send them a card showing care and concern.

Staff Handbook – the group discussed if we should have a staff handbook. There used to be one given to employees; can be created and controlled by Human Resources. There is a faculty and student handbook already.

### **New Business:**

- National Night Out 10/22 6pm-Update

Mona reported UPD thanked us for the money donated by SC for National Night Out.

- Strategic Plan

Mona asked has everyone seen it; the group asked if it is published. Not everyone has seen the plan or only saw it as part of the IE goals process. Mona will follow up with Dr. Gibson and Dr. Rodriguez to see if there are hard copies available. There are also some in Spanish.

- Holiday Party Change

Mona has been communicated to the President about the change in when the party will be held in January, the change works out well for some people but not others. Received feedback from some faculty/staff. Mona relayed Dr. Rudin expects supervisors to allow staff to attend the party.

Mona will ask the President to encourage supervisors to let the staff come to party.

Words of Encouragement – Mona stated she has still been unable to find out who started the email on this topic. Some asked if it was started by the Civility group, others indicated they did know if it was from this group.

### **Adjourn**

Meeting was adjourned at 4:11 p.m.

Respectfully Submitted,

Hattie Powell, Staff Council Recorder