

## Staff Council October 2022 Meeting

October 11, 2022

2:08 PM-3:34 pm

Amanda Brown, Kim Jeffries, Jessica Gossett, Ana Martin, Denise Rater, Amanda Horne, James Vanbebber, Hattie Powell, Amy Bassham, Michael Cassias, Coy Martin, Alison Soeder

- Budget Update
  - Budget committee and comparison
    - Review of budget, pending charges, expenses, committee allocations,
    - Review of budgeted amounts by year, fundraising revenue, campus partners (none), expenses, and cumulative annual shortfalls
    - Start with campus partnerships to raise money and funds, strengthen partnerships and relationships (aim for \$7000)
  - Include planning in budget requests to justify expenses and financial requests, find a way to share this information with others on campus and at other campus events
  - An additional \$11, 000 may be needed to full fund this year (\$16,000 full funding)
    - Requests to VPs could be made to cover higher dollar items and support them in a collaborative fashion
  - Budgeted amounts are agreed to be representative and valid projection
  - Vendor income for Holiday Market: \$1300 to date (10.11.22)
  - Decision: committee chairs will review requested budgets again, itemize the budgetary items and requests, and identify any opportunities to decrease the requested financial amounts
    - Send budget requests and amounts to Kim (itemized request email will be coming from Kim)
  - Partnership Letter
    - Amanda will conduct a final review and send out letter request
    - Requests
      - Leo Series
      - Fall Frenzy
      - Appreciate Event, luncheon
      - Can ask VPs to help sponsor certain specific events identified by Executive Committee
  - September Budget
    - Review of budgetary expenditures from September,
    - No request or notice to change scholarship amounts as recorded in the proposed budgets
  - No questions or requests for review
  - Budget Approved: Coy Martin, Seconded: Ana Martin
- Committee Updates
  - Recognition
    - Met on 9/20 to review budget
    - Scholarship portal will open soon, call for submissions will go out in October

- Identified need for more advertising around MVL
      - Could have some kind of item to take to other offices and areas with a QR Code prompting people to submit a MVL nomination
      - Could add an ad to the Culver sign
      - New Employee Orientation (can be added to committee slide or as a new slide)
    - Anniversary cards
    - Call for committee volunteers
      - Clarify what each committee does and have an easy link for them to see or access
      - Communications committee, can also go out in Listserv email
  - Event and Fundraising
    - Monthly events, others are taking a lead on the events on going
      - Oct- pumpkin painting
      - Nov- food presentation
      - Dec- ugly holiday sweater party
      - Etc.
    - Holiday Market
      - 11/18 10am-6pm
      - 19 confirmed vendors as of end of September
      - Vendor drop off and pickup will need volunteer times, alert student volunteers who need volunteer hours
  - Communications
    - Have seen an increase in followers of Instagram account
    - Amanda has requested a social media logo from MarComm for Staff Council for accounts
    - Use of intranet is being pushed for use by Staff Council, internal website
  - Outreach and enrichment
    - Had a meeting with UPD and emergency operations recently
      - Work with UPD to patrol areas of campus to identify unsafe or out of ADA compliance concerns
      - Staff Council and committees be advocates for safety on campus; need additional advocates that can speak to identified issues or concerns on campus
    - Staff Council work with campus, others for Campus Emergency Exercise
      - Representative will be Ana Martin
    - UPD offers ride alongs, safety tours, accompaniments to gun range for gun safety
    - Ethan Preas can do a tour of the back areas of campus that are not normally accessible
    - Campus emergency plan
      - A coordinator will be assigned to each floor for the buildings, there will be back up coordinators

- Give regular evacu-chair trainings so people are aware of their use and intention
- Departmental Requests
  - National Night Out, UPD
    - 10/18/2022, appreciate any donations made
    - Kim will look into previously donated amounts, will email council and we can vote via email
  - Welcome Center ground breaking, time capsule (December 9)
    - Has requested support in ground preparation and supplies
    - 2 teams: planning team and ground breaking, organization and operations related to the time capsule
    - Amy Bassham will head up the time capsule team
    - Kim Jeffries will head up the “stuff” aspect of the time capsule team
      - Michael Cassias will assist
- Other discussions
  - NEO- November and December 2022
    - Michael will handle December, Coy will handle November
    - James will serve as back up
  - AWL Policy
    - HR would like to send a survey for feedback and ideas, new policy
    - Tammi will be giving a presentation at the BUG meeting on Thursday
    - Survey work shared with council for feedback and input
  - Staff Resources guide
    - There’s a faculty handbook but no staff handbook
    - HR is supportive of Staff Council helping to create a “staff handbook”
      - Coy is formulating an ad-hoc committee to work on this initiative
    - Hoping to have a working draft preliminary by end of Fall 2022
    - Suggest to have a date that the document is “locked” for reference and policy referral, though reviews will be ongoing
  - Brag sheets
    - HR suggest use and implementation; once a month, update the brag sheet
      - This is a living document of the accomplishments and other things we do
      - New job, annual evaluations, job reclassification
    - Suggest to develop a template to share and have on the website (dr. Hattie Powell)
  - MRC co-host event
    - Michael Cassias
    - Want to host an event with Staff Council to partner on something and it is advertised with Staff Council (Autumn Johnson)
  - Dallas site event
    - Welcome to Dallas, some kind of event to tour the site and have catering
    - Friday during fall semester, over lunch, may work well
      - (11-1)

- Will be providing shuttle services
  - Amanda Brown and Ana Martin
- Diversity and Affinity groups will be discussed next meeting
- Michael Cassias- request for feedback on professional development day
- Amanda Horne- Homecoming
  - Bonfire at Cain field, foodtrucks, have a headlining band playing
  - October 21, 2022
- James Vanbebber- Compliance week