

# 9/13/17 Agenda

Wednesday, September 13, 2017

11:44 AM

## Attendees:

N – Janet Anderson - Notified  
X – Chad Ballard  
X- Belinda Benson  
X- Sarah Elder  
X – Jeremy Gamez  
X – Mona Gilley  
X- Wendy Hooten  
X – Leslie Horn  
X – Stephanie Keahey  
X- Jodi Oelrich-White  
X – Kim Scarcell  
X – Mandy Shaw  
N- Jeremy Tanner - Notified  
X – Jody Todhunter  
N – John Weatherford - Notified  
X - Billie Abell (invited)

## Agenda

- Call to Order and Welcome
- Financial Report (Jeremy)
- UEC Update (Jeremy)
  - Merit Pay Update
  - LeaveTraQ - Vacation, Sick, Comp
  - Field Naming
  - Historic Buildings Digital Collections
  - Workday mandatory trainings starting in Sept. & Oct.
  - Advancement Progress Report - 12% Staff Contribution Increase (33% FY16, 45% FY17)
  - Chancellor Memo to System Institutions - Re: Harvey Victims
- Committee Reports
  - Events/Fundraising (TBD)
    - Holiday Market update (Billie)
    - Bois d'arc Bash Update
  - Staff Recognition/Appreciation (Kim)
    - Aug. EoM Logistics
    - Years of Service Awards
  - Communication (Jeremy)
    - PDD update - listserv, FB, UEC,
    - When should email from Pres. Office come?
  - Governance (Jeremy)
    - Vacant seat on Council - next steps
  - Staff Development (Mandy)
    - Update
    - Special Mtg. before 10.5.17
- **Unfinished Business:**
  - EoM - Improvements
    - Medallions, Banner, etc.

## **New Business:**

- Election of Officers
- PDD Logistics and Assigned Duties
  - Special mtg. needed?
- Homecoming - Window, Door, Banner Competition
  - Staff Council Representative Chair Committee
- Bois d'arc Bash Parade (9/23)
- Sub-Committees
  - Chairs and General Staff interest
- Staff Council Shirts
  - Design and shirt.

## Meeting Minutes

- Meeting was called to order by President Jeremy Gamez at 2:02 pm.
- Financial Report –
  - Ending balance - \$18,375.75
    - This includes lanyards purchased for Professional Development Day
    - This does not include –
      - UPD/National Night Out funds for petting zoo - \$600.00
      - Trophies for Professional Development Day – which will be later covered by Training and Development for \$1040.00
    - Motion made to accept financial report by Mandy, Jodi W. seconded.
    - Report accepted by the Staff Council
- UEC Update
  - Merit pay – any questions will be funneled through Staff Council or emailed to Linda King
    - No process has been released yet
  - LeaveTrac –
    - RE: vacation, sick, and comp time
    - FLSA comp has to be used first and approved, hours will be banked
    - Hours must be accurately added to the time sheets
  - Field Naming –
    - Initiative of the Hawkins Legacy
    - The football field will be renamed for Hawkins, the longest serving football coach at this institution
    - The renaming went before the Board of Regents 9/13/17
  - Historic Buildings –
    - Institution is looking for photos of buildings on campus
    - Purpose is to build digital collections
  - Workday –
    - Mandatory training will be starting in September and October
    - Those with the definition of “manager” will have a minimum of three courses to complete

- Those with more involvement with have more than the three courses
    - There are tutorials in the Workday module of SSO presently
  - Advancement Progress Report –
    - 12% staff contribution increase (33% FY16, 45% FY 17) have not yet reached FY18 goal
    - Possibly will have Kenturi meet with SC to work on a strategic plan to assist
  - Chancellor Memos to System Institutions –
    - Students affected by Harvey, may be deemed “exceptional cases” and should contact Dr. Lee Young
    - Fading out of DACA per Rep. Sessions
      - Work authorizations must be finalized by 3/5/18 and application started by 10/5/17
- Election of Officers
  - President
    - Nominated: Jeremy Gamez
    - Nominator: Mandy Shaw
    - Ran Unopposed
  - Vice-President
    - Nominated: Mandy Shaw
    - Nominator: Leslie Horn
    - Ran Unopposed
  - Treasurer
    - Nominated: Leslie Horn
    - Nominator: Kim Scarcelli
    - Nominated: Belinda Benson
    - Nominator: Jeremy Gamez
    - Leslie conceded
    - Belinda ran unopposed
  - Recorder
    - Nominated: Kim Scarcelli
    - Nominator: Jeremy Gamez
    - Nominated: Chad Ballard
    - Nominator: Jody Todhunter
    - Chad declined nomination
    - Ran unopposed
  - Parliamentarian
    - Nominated: Leslie Horn
    - Nominator: Leslie Horn
    - Ran Unopposed
- Committees
  - Events/Fundraising – presented by Billie Abell
    - Holiday Market

- Set aside the dates of November 17<sup>th</sup> for the Field House and SRSC and December 1<sup>st</sup> for the Field House
- Jody Todhunter motioned to use November 17<sup>th</sup> for the event, seconded by Jeremy. Motion passed.
- Issue with the Field house has to do with the difference in comparing an assembly and a display/faire atmosphere
- Athletics is fine with the use of the field house as long as it does not interfere with practices and games
- Issue mainly with fire system and the number of officers
- Officers are provided \$45/hour to work an event
- Chad Ballard has offered to provide his services as an UPD officer for free to the event
- The fire marshal will make the final decision
- 2016 Market Data
  - 30 vendors
  - 4 employee vendors
  - 2 information tables
  - 24 were arts/crafts booths
  - 11 used electricity
  - 2 were no shows
  - 35 spaces were used
  - Approximately 443 people shopped
- Ideas for this market
  - Charging stations
  - Use of athletes and Honor's College students
- Bois D'Arc Bash will have "Save the Date" promos for the Holiday Market
- SC will participate in the parade
- ACTION ITEM: Jody is verifying with John Weatherford the use of his 14 passenger golf cart for the event with Jody as driver, Chad as a back-up driver
- Leslie filled out parade application with Mandy submitting to Chamber of Commerce
- Banners will be looked into at B&D Signs by Mandy and Jody on 9/14 at 11:00am
- A motion was made to allot \$400 maximum for two banners by Mandy Shaw, seconded by Stephanie Keahey, SC voted in favor.
- Staff Development
  - Professional Development Day
    - 11 classes
      - Disability – 19 registered
      - Lazerfiche – 12 registered

- MyLeo – 11 registered
- Wills/Trusts – 22 registered
- Banner – 14 registered
- Master Calendar – 10 registered
- Intro. To Inst. Data – 17 registered
- I.E. – 15 registered
- Admin Panel – 10 registered
- Records Retention – 5 registered
- Leadership – 27 registered
- Luncheon – 52 registered
- Special meeting for Professional Development Day – Tuesday, September 26<sup>th</sup> 2-4 pm
- Stuffing Day – October 3<sup>rd</sup>; 2-4 pm to prepare the lanyards and other items for the Prof. Dev. Day
- Staff Recognition Committee
  - Committee will look over the criteria of the EoM
- Staff Council Chair Assignments
  - Events/Fundraising
    - Co-Chair – Wendy Hooten w/Billie Abell
    - Members – Sarah Elder, Belinda Benson, Chad Ballard, Janet Anderson
  - Communications
    - Chair – Jeremy Tanner
    - Members – Jodi Oelrich-White, Kim Scarcelli, Leslie Horn
  - Staff Development
    - Chair – Mona Gilley (after Professional Development Day)
    - Members Mandy Shaw, Wendy Hooten, Belinda Benson
  - Staff Recognition
    - Chair – Kim Scarcelli
    - Members – Stephanie Keahey, Sarah Elder\*, Janet Anderson\*, Mandy Shaw, Jody Todhunter\*
    - \* - Assisting with Staff member of the Month –matrices
  - Governance
    - Co-Chair – Jeremy Gamez and Jody Todhunter
- Meeting closed at 4:14 pm by President Jeremy Gamez

*These minutes respectfully submitted by Kim Scarcelli on September 15, 2017 at 3:31 pm.*