

# 11/8/17 Staff Council Agenda and Minutes

## Attendees:

Janet Anderson  
Chad Ballard  
Belinda Benson  
Sarah Elder  
Jeremy Gamez  
Mona Gilley  
Leslie Horn  
Jodi Oelrich-White  
Kim Scarcelli  
Mandy Shaw  
Jeremy Tanner

## Notified:

Wendy Hooten  
Stephanie Keahey  
Jody Todhunter  
John Weatherford

## Invites:

Billie Abell

## **Agenda**

- Call to Order and Welcome
- Financial Report (Belinda)
- UEC Update (Jeremy)
- Committee Reports
  - Events/Fundraising (Stephanie & Billie) - 3PM
    - Holiday Market Update
  - Staff Recognition/Appreciation (Kim)
    - EoM - October
    - Contact Frank Neuhaus - Brick
  - Communication (Jeremy T.)
    - Holiday Market Update
    - Coffee w/ Council email - End of this week and one next week
  - Governance (Jody)
    - NA
  - Staff Development (Mandy)
    - NA
- **Unfinished Business:**
  - FLSA Discussion
    - FLSA Classification Overview & Checklist
    - Position Description Review Request
  - Staff Council Shirt

- Additional sizes are on their way

**New Business:**

- Coffee w/ Council
  - 11/16/17, 8:30-10:15a, BA 343

Bi-weekly info will be provided and Paula Hanson

## Minutes

Meeting was called to order at 2:37 pm by President Jeremy Gamez

- Financial Report
  - Unknown deposit of \$125 – Belinda is checking on
  - Total Budget - \$25,252.88
  - Pending - \$119.75
  - Expenses - \$119.75
  - Credit card expenses - \$0.32
  - Total available - \$22,062.80
  - Garden flag purchase – used for the Heritage House in beautification on campus
    - An email was shared regarding purchase
  - Motion to approve financial report made by Mandy, seconded by Jodi, and approved by the council
- UEC
  - Foreign Travel Request Forms
    - Located on President’s and Provost’s websites
    - Can now book travel 15 days prior to proposed travel rather than 45 days
    - Must book through Concur
  - Workday
    - Launches December 17<sup>th</sup>
    - Recommend all to train in the “Navigation Workday Session” in regards to TimeTrac, Benefits, and LeaveTrac
    - All new hiring must be completed by November 20<sup>th</sup> at 5:00 pm or not until January 18<sup>th</sup>
    - December 13<sup>th</sup> -17<sup>th</sup> you cannot use LeaveTrac. Must wait until after the 17<sup>th</sup> of December.
    - If you have any questions, check the SSO
    - There is a .pdf of information in the sandbox of Workday
  - Marketing/Communications
    - Working on listserv issues
    - Will need to have information submitted by a certain date
  - Ernest Hawkins Field
    - Was dedicated in the last home game at Memorial Stadium
  - Johnson Controls project
    - Is a sustainability/conservation project
    - May see workers re-doing lights, ceiling fixtures, etc.
    - Changes should be done after hours

- There will be communication with the affected areas prior to the work done.
    - Mark Giossi will be giving a presentation
  - Extended Work Hours
    - In regards to the longer hours requested to be worked on Homecoming
    - October 27, 2018 will be next Homecoming – expectations should be made to possibly work at supervisor (dean/director) discretion
- Committee Reports
  - Staff Recognition - Kim
    - October's presentation will tentatively be either November 15<sup>th</sup> at 2:00 or November 20<sup>th</sup> at 11:00 pending supervisor's decision
    - Contact will be made to Frank Neuhaus by Mandy regarding his service award brick and verbage to be placed on it
    - A post to listserv will be made by Jeremy to give notice of potential committee joining by staff
  - Staff Development – Mona
    - No new information
  - Governance – Jody
    - No new information
  - Communication – Jeremy T.
    - Posts were situated for Holiday Market around town
    - Various business in Commerce are placing signs
    - There is an increase in “likes” on Facebook
      - Share the event
      - Boosted the event - for free on a promotion
      - Maximum Facebook advertisement that will be spent is \$80
      - Features various vendors and their goods
  - Fundraising – Billie
    - Holiday Market – November 17<sup>th</sup> , 2017
      - Vendors –
        - Have 26 registered
        - Have 7 pending
        - Not likely to take new applicants
      - Variety in vendor types – woodcrafts, jewelry, kid's clothing, LipSense, Avon, etc.
      - Workers –
        - Council and Committee members signed-up through Sign-Up Genius
        - Student volunteers
          - Sign-up Genius created to gain volunteers
          - Kim will take responsibility to work with the students
      - Marketing –

- Yard signs
- Digital signs – running throughout
- Facebook – doing well
- Newspaper – not sure when running again
- Listserv – sending out this week, and twice next week prior to event
- Possibly add ad to the main university webpage – Jeremy T. is checking
- Lunches
  - 10 people want box lunches and have paid
  - Billie will verify the types of lunches
  - Student volunteers will help deliver
  - No outside food/drink
- Golf Card Use
  - Has been reserved for unloading and loading hours
  - There is mandatory training, and a Driver's License check for \$11
  - Jeremy and Leslie will both be trained for SC
  - SC agreed to cover the cost of the DL check
- Balloon Stands
  - Borrowing two stands
  - Using red and green balloons
  - Needing 36-40 balloons per stand
- Tablecloths are being provided by Matt free of charge
  - Skirting will be done by vendor
- Room Availability
  - Conference rooms A and B will be available all day Thursday for set-up
  - Conference room C will be available after 8:30 pm Thursday
- Pre-function Area
  - Massages will be running 1-3 pm
  - Crafting area provided
  - Visions – reserved all day Thursday and Friday
- Vendor Parking
  - Using Lot 19 – (southern parking lot)
  - Shuttle will run vendors back and forth
- Loading
  - Loading areas
    - Dock area
    - Corner by Nursing building
  - Will be emailing Bryan Vaughn regarding blocking the street

- Have access to big, flat dollies
  - Student Center Staff will be asked to remove bars between loading doors
  - Workers at loading areas:
    - 1<sup>st</sup> floor dock – 2 staff, 4 students
    - 1<sup>st</sup> floor Nursing – 2 staff, 4 students
    - 1<sup>st</sup> floor elevators – one adult per elevator
    - 2<sup>nd</sup> floor dock – 1 adult, 3 students
    - 2<sup>nd</sup> floor Nursing – 1 adult, 3 students
  - Elevator buttons must be pushed on 2<sup>nd</sup> floors to send down elevators
  - Adding event parking on Cooper Street
  - Sandwich Boards –
    - Career Development
    - UPD
  - Décor –
    - SC Holiday Lion
    - Blue/Gold tree
  - Front Table
    - Used for attendance and check-in
  - SC Lunch – will be on your own
  - Unfinished business
    - FLSA discussion
      - Information provided by HR
    - Staff Council Shirts
      - Ordered sample shirts – at Training and Development
      - Sizes
        - Women – S, M, L, XL
        - Men – S, M, L, XL, XXL (waiting on S and M)
      - Navy with yellow trim and SC logo
  - New business
    - Coffee with Council
      - November 16<sup>th</sup>
      - Prep arrival time at 8:15/8:30
      - Located in BA 343
      - Mona looking into getting pods for the coffee machine
      - Mandy is purchasing food items
    - Paula Hanson will be provided bi-weekly information in the future
- Meeting was adjourned at 4:20 by President Jeremy Gamez.

*These minutes are respectfully submitted by Kim Scarcelli at 11:37 am on November 9<sup>th</sup>, 2017.*