

December 13, 2017

Attendees:

Janet Anderson – X
Chad Ballard
Belinda Benson – X
Sarah Elder – X
Jeremy Gamez – X
Mona Gilley – X
Wendy Hooten – X
Leslie Horn
Stephanie Keahey
Jodi White – X
Kim Scarcelli – X
Mandy Shaw – X
Jeremy Tanner
Jody Todhunter
John Weatherford

Agenda

- Call to Order and Welcome
- Financial Report (Belinda)
- UEC Update (Jeremy G.)
- Committee Reports
 - Events/Fundraising (Stephanie)
 - N/A
 - Staff Recognition/Appreciation (Kim)
 - November EoM
 - Anniversary postcard update
 - Tentative start?
 - SOP documented
 - Communication (Jeremy T.)
 - December EoM communication
 - Send communication of recipient
 - Governance (Jody)
 - N/A
 - Staff Development (Mona)
 - Network is scheduled (involvement?)
- Unfinished Business:
 - SC Shirt
 - Try on and order
 - SC Scholarship
 - Next steps (stakeholders)
 - Create manageable deadlines
 - Go live for Fall '18?
- New Business:
 - Johnson Controls Project
 - Presentation by Mark Giossi @ 2:45 PM

- General Staff interest for sub-committees
 - Update

Minutes

- Meeting was called to order by President Jeremy Gamez at 2:12 pm
- Finance Report
 - Total Budget - \$25834.88
 - Total Encumbrances/Pending Charges - \$159.77
 - Total Expenses - \$3119.93
 - Credit Card Expenses - \$6.77
 - Total Available - \$22548.41
 - Motion to approve the budget – Mandy Shaw
 - Seconded – Jodi W.
 - All SC approved
- UEC
 - Dr. Gil Nazier –
 - Faculty Ombudsmen – reached out to work with SC
 - UCD
 - The move to El Centro has been delayed until June 1st
 - Travis Ball
 - Please adhere to service contracts
 - Minimum of five days prior to service rendered
 - Use more due diligence
 - Greek Life
 - Dr. Humphreys, Dr. Keck, Dr. Young, and Dr. Justice spoke with all Greek life week of November 30th
 - Potential hazing, any violation will give cause to shut-down
 - Derek Preas
 - Laundry list of projects
 - Key area will be the BA
 - Advancement
 - Still up on gifts received
 - HR Survey
 - Was sent out via listserv
 - Feedback will be sent to the Chancellor
 - Other
 - Private money is covering projects
 - PC sale
 - Berry Hall – discussion of renovation vs. tearing down
 - Andrew Young School of Sustainable Life of Agriculture
- Committees
 - Events -
 - No hitches with Holiday Market
 - 465 headcount
 - More dollies
 - Different demographic in attendance
 - All vendors stated they would return except for one
 - Student workers

- A donation will be made to Dan Jones Memorial in the names of the student workers that assisted at HM
 - Staff Recognition
 - Next presentation – November 9:00 by the provost
 - A criteria change will be changing one item from “students” to “others”
 - January projected start date for postcards
 - Nominations are low
 - Adding flyers in buildings
 - Add the nomination information to recipient blast on listserv
 - Staff Development
 - Administrative assistants attending all six bag lunches are eligible to win a scholarship to the Administrative Professional Conference in Florida
 - First brown bag lunch is January 13th.
 - SC considering a one-time \$500 donation to assist with initial scholarships
- Mark Giossi – “Energy Savings Performance Contract”
 - \$9 million given by Board of Regents – upgrade energy
 - 7 improvements in 42 buildings
 - Budget neutral
 - Reductions in electric, gas, or water will exceed costs of project
 - Benefits
 - Upgrade equipment
 - Decreased costs
 - Improved comfort of students
 - Improved lighting quality
 - Measure
 - Automaton Systems replace and upgrade
 - Lighting systems
 - Event management system to BAS integration
 - Solar window film
 - Student housing HVAC controls
 - Mechanical system
 - Utility sub meters
 - All lighting work will be done during evening hours
 - Certain maintenance issues will be addressed
- Tammy Thompson – “Workday”
 - Soft launch was a week ago
 - Official launch – December 17th
 - Training turned over to each campus
 - Any additional information – workday@tamuc.edu
 - LeaveTrac has now rolled over
 - Monday the 18th –
 - Workday 101
 - Checklist for the first day
 - Do all your “chores”
 - Job aids are there for you to use
 - Concerns –
 - No training assigned
 - No timesheet

- No hiring
 - Imperative for supervisors to approve timesheet and time off when due
 - If applying for a job at TAMUC – must use internal job site (IRS issues)
 - Workbox
 - Do items before hitting submit
 - Must be done in order
 - Read all instructional texts
 - Subject matter experts -
 - Michelle Viera
 - Amy Droblyn
 - Brenda Walker
- Unfinished business
 - SC shirts
 - Remaining shirts must be tried on to order
 - SC Scholarship
 - Tabled to next meeting
- Meeting was dismissed at 4:00 pm

These minutes respectfully submitted by Kim Scarcelli on December 21, 2017 at 2:15 pm.