

Staff Council Agenda

3/7/18

- Call to Order and Welcome
- Financial Report (Belinda)
- UEC Update (Jeremy)
- Committee Reports
 - Events/Fundraising (Stephanie/Billie – 2:30 pm)
 - Administrative Professionals’ Luncheon Logistics
 - i.e. Marketplace, center pieces, linens, communication
 - Staff Recognition/Appreciation (Kim)
 - Postcards update
 - Logistics and April roll-out
 - Communication (Jeremy T.)
 - EOM
 - Admin Luncheon
 - Governance (Jody)
 - Non-faculty termination procedure update
 - Scholarship finalized
 - Staff Development (Mona)
 - Meeting update with Linda King
 - Date
 - Format
- Unfinished Business
 - EoM Improvements
 - Show Possibilities
- New Business
 - Scholarship Promotion
 - Next Steps and timeline
 - Staff Open Forum hosted by Parker Exec Firm
 - Feedback
 - Next Steps

Staff Council Minutes

March 7, 2018

Attendees:

Janet Anderson

Belinda Benson
Sarah Elder
Jeremy Gamez
Mona Gilley
Leslie Horn
Stephanie Keahey
Jodi White
Kim Scarcelli
Mandy Shaw
Jeremy Tanner
Jody Todhunter
Lisa Owens
Not Present: Chad Ballard, Wendy Hooten

- Meeting was called to order by President Jeremy Gamez at 2:10 pm.
- Financial Update
 - A scholarship account was established
 - \$4000 will be moved into this account from SC account
 - Total Budget - \$25, 834.88
 - Total Encumbrances/Pending Charges - \$ 8.81
 - Pending charges
 - SC Polos - \$554.68
 - Latson's – Postcards - \$327.00
 - MUGS - \$100.00
 - Total Expenses - \$3, 771.32
 - Credit Card Expenses - \$14.37
 - Total Available - \$22, 040.38
 - Motion to approve financial update made by Lisa, seconded by Jodi, and approved by SC
- UEC Update
 - Faculty/Staff randomly will receive a Workplace Quality Survey asking about the culture/climate of TAMUC.
 - Mental Health Matters Day
 - Kevin Hines –suicide survivor
 - April 2, 2018
 - Noel Levitz – was on campus last week
 - Stated that financial aid and admissions have too many people
 - A possible push from recruitment focus to retention
 - Facilities Update
 - Nursing – almost to topping on the steel
 - BA – lighting fixtures deemed “too bright”
 - Tint placed on windows
 - MRC
 - Any issues need to be addressed to Mark Giossi
 - Trees

- Alumni expansion will bring a trimming down of a dying/dead oak tree
 - Chancellor Century Meeting
 - Dr. Cornel West
 - March 19th
 - Encourage people to attend
- Committees
 - Events/Fundraising
 - Administrative Professional Luncheon
 - April 24th 11:30-1:00
 - First Baptist Church
 - Catered by Dos Laredos - Fajitas
 - Same centerpieces as last year
 - Vases with daisies
 - Mirros
 - Communication will begin after Spring break
 - \$10/ticket
 - Reusing same graphics for marketing
 - Prep the night before and day of event
 - Will have serving help for the drinks
 - Staff Recognition
 - EoM for February – March 29th, 10:30 @ BA 251
 - Postcards will start April 1st
 - New service award will be looked for to replace the mantel clock
 - Communication
 - EoM shown on digital screens
 - Sending out scholarship teaser in March
 - EoM information being sent out
 - Administrative Luncheon information will be getting sent out
 - Governance
 - Scholarships
 - “Disbursed” in Fall changed to awarded by July 1st
 - “Spring Award to be disbursed after Satisfactory Academic Progress (SAP) check”
 - Previous recipients must wait one full year before eligible to apply again for the scholarship
 - Must be admitted to the university for the current term and a in a degree program
 - Scholarship applies to undergrad or graduate degree
 - Change gpa to GPA, with 2.0 for undergrad; 3.0 for graduate
 - Fall/Spring – standard university protocol

- Staff Development
 - Professional Staff Development Day
 - Met with Linda King
 - Agreed to fund snacks and lunch
 - Minimize the cost
 - Still considering the format for the day
 - Student center has been reserved
 - October 4th, 2018
 - Break-out sessions in the afternoon possibly
 - Possibly
 - Keynote
 - Awards
 - Lunch
 - Break-out sessions
 - Considering dropping the breakfast
 - Spent approximately \$6500 last year on all of the food (breakfast, snacks, and lunch)
 - Possible faculty involvement
 - Award replacement for the clock
- New Business
 - Gatekeeper
 - Jodi represented SC in the training
 - “how to assist students regarding suicide”
 - Dr. Nick Patras – will add sexual harassment as extra training
 - Those at Gatekeeper can train others whether student groups or employees
 - Must coordinate with Dr. Nick Patras
 - Staff Open Forum
 - Biggest “issue” – not seeing the person until position is announced
 - Possible anonymous survey later through Parker Exec Firm
 - EoM Gifts/Props
 - Options:
 - Medallion – approximately \$25/ea
 - Banner replacement - \$49/ea (3), \$55/ea. (2)
 - Backdrop with stand
 - 8 x 10 background with two sides \$386
 - Stand - \$139
 - Plaques with kickstands - \$25
 - Sarah is checking the pricing on a 2-sided blue backdrop with one side TAMUC and the other SC
 - Motion –

- Moving forward to purchase 12 plaques at approximately \$300 expense annually
 - Motion made – Janet
 - Seconded – Mona
 - SC approved
- Salary Adjustments
 - Faculty are having issues with salary adjustments
 - Merit and pay adjustments noted for administrators
 - All has been published up to FY17
- Meeting was adjourned by President Jeremy Gamez at 4:30 pm.

These minutes are being respectfully submitted by Kim Scarcelli at 4:30 pm on March 13, 2018.