

Staff Council Agenda and Minutes

June 11, 2018

Agenda

- Call to Order and Welcome
- Financial Report (Belinda)
- UEC Update (Jeremy)
 - President Search Advisor Committee Update
- Committee Reports
 - Events/ Fundraising (Stephanie)
 - Do we want to have a Partnership Campaign for FY19?
 - Staff Recognition/Appreciation (Kim)
 - EoM Logistics
 - Feedback on Anniversary Card
 - Years of Service report – next area of focus
 - Communication (Jeremy G.)
 - Update on Scholarship
 - Digest feedback/other options
 - Release ASAP to Digest/possibly seeing if we can get a report of staff specifically as active students
 - Open period from now until end of July. Pick either retreat or early August.
 - Governance – (Jody)
 - Make change to by-laws to state post-President must serve one (1) year on the Governance committee directly following office term
 - Staff Development (Mona)
 - Professional Development Day update
- Unfinished Business
 - Set Retreat Date
 - Location
 - Call of Interest Email (EEO 4 & 7)
 - Review Report
 - Draft Email
 - Review Logistics
- New Business
 - Review Scholarship form
 - Gather feedback (<https://tamuc.qualtrics.com>)
https://tamuc.co1.qualtrics.com/jfe/form/SV_9QDgr027QtGVk6V
 - Release

- Review Logistics
- EoM Discussion
 - SOP and Summer

Attendees:

Janet Anderson

Chad Ballard

Belinda Benson

Jeremy Gamez

Mona Gilley

Wendy Hooten

Leslie Horn

Jodi (Oelrich) White

Kim Scarcelli

Lisa Owens

Notified: Sarah Elder, Mandy Shaw, Jeremy Tanner

Minutes

- The meeting was called to order by President Jeremy Gamez at 2:06 pm.
- Previous Staff Council minutes were approved via email.
- Financial Report
 - Total Budget - \$27,414.88
 - Total Encumbrances/Pending Charges - \$8.81
 - Total Expenses - \$11,532.23
 - Total Credit Card Expense- \$38.05
 - Total Available - \$15,835.79
 - Scholarship Account Total Available - \$4000.00
 - Only noted changes included: tickets for Administrative Professional luncheon, post cards, etc.
 - Motion to approve financial report – Leslie, 2nd motion by Janet
 - Staff Council approved report
- UEC Update
 - Student hiring process
 - Have been sending out emails
 - June 8th –pilot program launched with trainings
 - More trainings in the future
 - Prairie Crossing
 - Is now up for sale
 - Faculty/Staff Athletic Tickets
 - Now a free ticket is available for football, basketball, volleyball, soccer, and softball

- Enrollment Management will be “filling the Field House” with area schools for potential students
 - TAMUC will be taking care of the logistics (i.e. busing)
- New Lion Safe App
 - In connection with UPD
 - Includes: a walking buddy, map, weather information
 - Good for both Android and iPhone
 - Will see if Lt. Bone is available to give SC a demo
 - SC has been asked to help “push the app”
- University Center at Dallas
 - Officially moved to El Centro College
 - Located in two key buildings: Building C and Paramount
 - Building C is the main hub/headquarters.
 - Hours for Building C
 - Monday thru Thursday – 8 am – 11 pm
 - Friday – 8 am – 9 pm
 - Saturday – 8 am – 1 pm
 - Hours for the Paramount Building
 - Monday thru Thursday – 8 am – 10 pm
 - Friday - 8 am – 9 pm
 - Saturday – 8 am – 1 pm
 - Araceli Hill – Director
- Compliance Office
 - There is an appeal to use when drafting a letter of termination, in the event that it is forgotten by HR.
 - More information can be found at Compliance Office
- Employee of the Month
 - Nominations are down
 - UEC was encouraged to submit
 - Jeremy G. met with MarComm to change large digital signs at recipient change.
- Derek Preas – Safety Projects and Operations
 - Assess whether “mission” is critical
 - Big projects are losing resources to smaller projects.
 - There have been a lot of regional turnovers.
- President Search Advisory Committee
 - Consists of 71 candidates
 - All decisions and information is electronic without ability to print or download.

- On June 14th, all candidates gaining a “yes” vote will be negotiated to about 8-15 candidates.
 - On the last week of June, the 25/26th, the committee will meet with the candidates in Dallas to narrow the selection.
 - With no less than 2, the remaining candidates shift to the Chancellor and the Board of Regents during July.
 - Please Note: Chancellor Sharpe reserves the right to appoint a President; this candidate does not need to have been one recommended.
 - Goal – to announce the finalist at the end of August.
 - All candidates have Higher Educational experience
 - It is System policy that the President cannot come in by a certain date.
 - None of the candidates will be allowed to step on TAMUC campus to keep anonymity; to protect candidates.
- Committee Reports
 - Events/Fundraising –
 - Think about partnership campaign in the Fall.
 - In the past, the amount as varied from \$200 – 300.
 - May have to “give back” after 9/1 due to the budget situation.
 - Staff Recognition
 - Next EoM presentation – June 19th at 11:00 am, AGIT 222
 - Mandy will be doing the presentation
 - Help may be needed for setting – up SC sign
 - Anniversary Postcards
 - An email was sent by Dr. Keck expressing gratitude for the card.
 - Overall, positive response by the staff.
 - Years of Service
 - Preparing for the years of services awards
 - Have list compiled by end of August at latest with help from Stephanie and David Giles
 - Communication
 - Scholarship Update
 - Open now until the end of July
 - Discussing various ways to send it out
 - Digest feedback
 - Listserv is gone for good
 - Governance
 - Motion was made by Leslie, and seconded by Mona to amend the by-laws to add “post-President must serve one (1) year on the Governance committee directly following his/her officer term”.
 - This item will be placed within Section 4F of the by-laws

- SC voted to this amendment by a 2/3 vote.
 - Staff Development
 - Jeremy and Mona met with faculty to gain ideas of what the faculty would like to see at the Professional Development Day
 - Was given list of faculty to reach out to
 - Topic Ideas:
 - Tips and Tricks for Asking for Travel
 - Interdisciplinary Work between Colleges
 - Mental Health Awareness
 - Jeremy will be meeting with Stephen Starnes – Faculty Senate President
- Unfinished Business
 - Staff Council Retreat
 - Retreat Date – July 31st
 - Location – tentatively the Greenville Comfort Inn Suites Conference Room
 - Time – 9:00-4:00
 - Agenda may include:
 - Dr. Patras – QPR
 - Jason Bone – New Lion Safety app
 - Goals – previous and new
 - Drawing of scholarships
 - Call of Interest
 - Email
 - States what the position does, by-laws, must be employed minimum of one year
 - Will give minimum of two weeks
 - Additional email in July giving the vote to individuals
 - Will add a clause about being ineligible for scholarship, EoM, etc.
 - Scholarship
 - See link in the agenda
 - Added that the recipients would be selected by secure randomizing
 - Locations –
 - Website
 - Main page
 - Possibly with Employee Scholarship
 - Contact Stacy Gould
 - Announce at various meetings
 - Will keep it all electronic
 - Will be released in next 48 hours

- New Business
 - Staff Council Committees
 - Please provide Jeremy a list of the task forces, committees, and professional development each member has been a part of for the 2017-2018 year.
 - Wendy's Retirement Party
 - June 27th, 2-4pm in the Alumni Center

Respectfully submitted by Kim Scarcelli at 8:33 am on June 13, 2018.