

Texas A&M University - Commerce
Staff Council Meeting Minutes
1/09/2019

I. Welcome and Call to Order

- a. Call to order by President, Mona Gilley at 2:07 pm.

Present: Billie Abell, Janet Anderson, Fred Fuentes, Belinda Benson, Ray Dittrich, Sarah Elder, Valerie Fulkerson, Mona Gilley, Leslie Horn, Johnene McLarry, Jodi White, Kim Scarcelli and Jeremy Gamez

Absent: Hattie Powell and Lisa Owens

II. Financial Report (Belinda Benson)

- a. A handout was provided with the reconciled account statements. Only new charges for the month were from Leslie Horns Procard from Walmart, Greenville Trophies and Impromoteu. Belinda needed clarification on what the charges were for Greenville Trophies and Impromoteu. Jeremy Gamez stated Greenville Trophies is from some missed service awards and Impromoteu was for a Staff Council shirt for Fred Fuentes. Available balance of \$17,507.32.
- b. Mona was contacted regarding the deposit stamps. Anyone who makes deposits for staff council can obtain a stamp from the accounts office. Billie and Belinda both already have a stamp and have been doing this when they make deposits.

III. Events/Fundraising (Billie Abell)

- a. A handout was provided with survey results from Holiday Market Vendors. Mostly everyone was satisfied. The biggest complaint was the heat and this was not controllable by the Student Center. Some vendors commented that the days/hours of the event needed to be changed.
- b. 40 vendors, 1 vendor had to cancel the day of, 579 customers attended (broke last year's attendance) and made \$2658.90 in profit from the event
- c. This committee will meet next week regarding the administrative lunch and provide an update next month

IV. Staff Recognition/Appreciation (Kim Scarcelli)

- a. Need help on figuring out a better way to get an accurate list for the anniversary cards. Currently getting the list from David Giles but it has a lot of people who have left TAMUC or are working at other system schools.
- i. Janet will ask Lisa from Payroll to see if she has a different list
 - ii. Jeremy will sit down with David Giles to see if he can help define the parameters better
 - iii. If no success, we can talk with Dr. Romero for further assistance.
- b. January anniversary cards will be put in the mail tomorrow. February and March anniversary cards are complete and will be sent out in the appropriate months.
- c. There has been discussion at last month's meeting on restructuring Employee of the Month.
- i. The committee has been discussing options but would like feedback on should we inform the recipient ahead of time.

1. Kim will compose a standard email for us to see. It will be a congratulations email to the employer, cc the supervisor and BCC the nominator
- ii. Should we consider a set location/date? This can cause difficulty in scheduling. We will provide options but let the supervisor ultimately decide. We will continue to attempt to schedule during the second week of the month.
- iii. Rules for Employee of the Month Nomination- discussed the rules for who can nominate Employee of the Month.
 1. Valerie Fulkerson motioned to amend Employee of the Month Criteria to include that immediate family members cannot nominate immediate family members. Ray Dittrich, seconded; motion carried 13-2.
 2. Jodi White will work with Kimberly Scarcelli to get the website updated with this criterion to go into effect for the February nominations.

V. Communication

- a. No report

VI. Governance

- a. No report

VII. Staff Development

- a. No report

VIII. Unfinished Business (Mona Gilley)

- a. Recommendations to President for staff morale- sent to Dr. Rudin 1/8/2019- Dr. Rudin will be coming to speak to staff council regarding this today.

IX. New Business (Mona Gilley)

- a. Scholarship Recipients- Need to select scholarship recipients. Jeremy Gamez used a randomizing software to select a recipient and an alternate for both graduate and undergraduate. Sarah Elder and Ray Dittrich were witnesses. Jeremy Gamez will fill out the appropriate scholarship paperwork and get it submitted to the scholarship office.
- b. Discussion on sponsoring a basketball game- An email came to staff council from Taylor Phelps to see if Staff Council would like to sponsor a basketball game. It would involve hosting a mixer for faculty and staff most likely on a Thursday. Discussion on if we can split this with the faculty senate and what the costs would be.
 - i. Jeremy Gamez will follow up with Taylor Phelps to see what the costs might include, get more details on what they are envisioning, did they reach out to faculty senate as well and get some potential dates. After this information is provided Staff Council will do a vote via email.
- c. Holiday Schedule for University- Linda King has sent the proposed holiday schedule for Staff Council to review. Discussion on how the days can be arranged so that Labor Day is also off.
 - i. Jeremy Gamez motioned to send a memo forward 'We appreciate the opportunity to look at the proposed Holiday Schedule for 2019-2020 and would like to suggest decreasing spring break to 2 days and adding Labor Day to the Employee Holiday Schedule.' Kim Scarcelli, seconded; motion carried.

X. Adjourn 4:20 pm.