

## Staff Council Agenda and Meeting

March 13, 2019

### **Attendees:**

Billie Abell –X  
Janet Anderson - X  
Belinda Benson - X  
Ray Dittrich - X  
Sarah Elder - informed  
Fred Fuentes - informed  
Valerie Fulkerson - informed  
Jeremy Gamez - X  
Mona Gilley - X  
Leslie Horn - Informed  
Lisa Owens – Not in attendance  
Hattie Powell - X  
Kim Scarcelli - X  
Jodi White - X

### **Agenda**

- Call to Order and Welcome
- Financial Report (Belinda)
- Committee Reports
  - Events/Fundraising (Billie)
    - Administrative Professional Luncheon
  - Staff Recognition/Appreciation (Kim)
    - EoM Logistics Update
  - Communication (Jeremy G.)
    - Update
  - Governance (Mona)
    - N/A
  - Staff Development (Mona)
    - Update

### **Unfinished Business:**

- Ideas for President Rudin for Staff morale – on-going

### **New Business:**

- University 08.01.01 Procedure and Rule Changes – James
- Discussion on vacant positions
- Coffee with Council ideas (date??)
- CLI – New Person

### **Minutes**

- The meeting was called to order by President Mona Gilley at 2:08 pm.

- Financial Report (Belinda)
  - Total Budget - \$22,362.30
  - Encumbrances/Pending Charges - \$125.00
  - Total Expenses - \$5,340.40
  - Total Credit Card Expense – \$16,887.28
  - Total Available-Scholarship Account - \$4000.00
    - Scholarships have not yet come out of budget for Spring recipients
    - Mona reaching out to both recipients to determine if it was applied to their accounts
- Committee Reports
  - Events/Fundraising (Billie)
    - Administrative Professional Luncheon
      - All set-up in events, announcements, and Facebook
      - Jeremy still check on donations
      - Determining a means of sending out announcements to those who typically purchase the tickets
      - Rules changed about how many times an event can be used – capped at three times per month
      - Tickets are now on Marketplace
      - April 24<sup>th</sup>, 2019
      - Menu – Nacho bar
      - Hattie will assist with a mail merge to those who have purchased in the past
  - Staff Recognition/Appreciation (Kim)
    - EoM Logistics Update
      - Increase in nominations for EoM
      - Let Dr. Starnes know about the faculty nominated
      - Issues with the HR information for hiring dates
      - Jeremy and Kim will try to meet with Dr. Giles to determine a means to define start dates for staff members
      - Outreach for more committee members
  - Communication (Jeremy G.)
    - New EoM has been announced all over campus.
    - Jeremy provided a Staff Council Yearly Overview of the primary events
    - If there is any other information to contribute for “Task Force,” please share with Jeremy
      - New Potential Mission Statement – “Educate, Discover, Achieve” – is on the table
        - Contact Jeremy for any questions or concerns
      - Potential New Vision shared by Jeremy
      - Both are directives that by May 1<sup>st</sup> are to be completed
  - Governance (Mona)
    - N/A
  - Staff Development (Mona)

- Trying to get a meeting with Jazz to determine how to move forward with a sub-committee
- Mentioned that this committee was more than Professional Development Day in the prior session
  - i.e., Administrative Assistant Brown Bag Luncheons
- Jeremy stated that within the by-laws that it is reported that only full-time staff members could be part of SC committees.

**Unfinished Business:**

- Ideas for President Rudin for Staff morale – on-going
  - Suggested that Rudin should have a discussion with mid-level managers to aid in the communication
  - “Shout Out Journals” – using SC journals; possibly explain the purpose at the luncheon
  - The possibility of gold star pins being distributed
  - Random “thank you” cards to staff
  - Mentioned our birthday postcards from Dr. Jones

**New Business:**

- University 08.01.01 Procedure and Rule Changes – James
  - The Civil Rights and Procedures were approved by the President and currently at System
  - The procedure is now made with six faculty members and six staff – “Employee Appeal Committee.”
    - Those involved will need training
    - The final decision will be made by a “designated administrator.”
    - Currently, only one sanction that would be termination
    - Can involve third-party persons if against a faculty, staff member, or student but not within the third party organization
    - Members will be gathered from a trained volunteer pool to avoid any conflict of interest in the process
    - Call of Interest will be coming from the President’s Office
    - Numbers of committee members are flexible within the institution and not regulated by System
    - This committee could involve issues that student workers may have in their employment.
    - Anonymous reporting will make it hard to do anything with the information other than to place in the record.
    - Hoping to formalize by the end of March
    - Training dates hopefully in April
    - Mainly affects staff, but changes the students the least
- Discussion on vacant positions
  - Johnene’s position – 1 year remaining
  - Next in line is soon leaving university
  - For Jeremy Tanner’s seat – 6 months remaining
- Coffee with Council ideas

- Fred would like to see the Coffee with the Council to have a theme (more like a workshop), and a means to share events
- Potentially have Dixie to talk about the CLI
- Next Coffee with Council would be in May
- Possibly identify different topics and have individuals there to discuss information in an informal setting
- CLI – New Person
  - Looking for someone for the Commerce Leadership Institute for 2020; waiting until August for a retreat agenda item
- Discussion of SC photo being done at Retreat

Meeting called to close at 3:58 pm by President Mona Gilley.

*Respectfully submitted March 14<sup>th</sup>, 2019 at 12:01 pm by Kim Scarcelli.*