

Meeting Agenda
February 14, 2023 | BA 218 | 2:00pm

Approval of January 2023 minutes

Budget Update – Kim Jefferies (Defer to next meeting)

Recognition & Appreciation - Hattie

*Recognition of Athletics Department employees

*MVL is upcoming

*Campaign to get information about voting and committees to serve on to get more involvement

*Anniversary cards and years of service reports were pulled by HR

*Working with Events & Fundraising Committee for the annual staff awards banquet

Amanda and Hattie seconded Voted and approved to move luncheon to a banquet format

Events & Fundraising - Coy

*Staff Appreciation luncheon being planned and underway and will meet in the next week or so

*Leo series is underway still. Upcoming one will hopefully be in March before Easter

Communications - James

*Stuff is being posted as he gets things

*Numbers on Facebook are growing

*Anything big or any communications needing to go out, get with James and he will coordinate

*Starting in March, social media will be about nominations and elections coming up soon

*Working on how to do a reel on Instagram or other medias to let campus know about who we are and what we do

Outreach & Enrichment - Amanda

*Coffee with Council on March 14 in CID

*Work with HR to get an event scheduled about Equity Adjuncts / Job Descriptions in regards to classification

General Updates:

- Coffee with Council – Tue. March 14 @ 8:30am in CID suite (and on Zoom)
- Dallas Site Event – went very well
- AWL policy
 - Executive Team presentation went very well
 - Waiting on full approval process
- Staff Annual Evaluations
 - HR is very flexible
 - Amanda and Coy have met to talk with Tammi about next steps
 - We do not have to use the Workday tool
 - There were some evaluations in the past where a rubric style was used and was easy to understand. Will look to adapt and reuse tools for this evaluation.

- Look at inclusion of DEI elements in evaluations if using older style evaluations
 - What do other System schools use? WorkDay, PDF style
 - How do we make this more effective and useful?
 - Creating a group to review this and updated format, made up equally of supervisors and supervisees for ease of use as well as applicability and value
- Staff Council System Cohort
 - Overwhelming support from all institutions
 - Introductory meeting tomorrow (Wed. Feb. 15)
 - Every institution will have one representative-Amanda will attend on behalf of TAMUC
 - Is there anything you'd like to share or ask?
 - Wellness
 - Focus on physical wellness contrary to other definitions of wellness from other groups or institutions
 - Mental health, mental health support
 - Most Valuable [whatever] and their criteria for selection and appointment
 - Recruiting for staff council members and support at other institutions
- Administrative Council
 - Staff Council President will now be a member
 - Invitation to this group is a testament to our hard work and continued advocacy
 - President of Staff Council and President of Faculty Senate will serve on this administrative council (yay!)
- Staff Resources Guide
 - Group assembled
 - Work is underway
 - Coy's group meeting once and again in 2 weeks
 - Do not print a physical copy of manual; will have digitally available- Staff Council website, QR code for download
 - Anticipated release: Fall 2023, December 2023 the latest release date
- Code of Conduct
 - Will use existing policies
 - Looking for volunteers
 - James VanBebber
 - Jodi White
 - Amanda Brown
 - Collaborative effort with Faculty Senate
 - Staff Council will draft a first version and then send it to Faculty Senate for their review and feedback

Discussion

- Professional Development – university initiative
 - What do staff members think of CID's course offerings?

- People are enjoying the CID Invest in You class
 - What ideas for the future do you have or have you heard others express?
 - Leadership
 - Knowing your value, identifying your value (advocacy for self)
 - Communication, speech
 - Foreign language- conversational communication and working together, community
 - Gardening club- public garden on campus
 - Staff/Faculty writing group
 - Hiring: Applicant selection process, conducting interviews, how to handle conflict, managing up, here is how you supervise employees – Mid-Management Institute
 - Toastmasters
 - General thoughts
 - In favor of ORGL program
- Diversity, Recruiting, & Elections
 - Existing diversity and inclusion awards on campus – Coy & Michael
 - Coy has identified several awards on campus for Faculty and Staff: inclusive excellence, LSFA (Latin staff faculty association) TABPE (Texas Association of black personnel in Higher Ed)
 - Still working to identify student awards and nomination platforms
 - Gathering interest in the election process – Alison & Jessica
 - Go speak to different departments in April/May
 - Nominations opening in June 2023
 - Elections must take place in the month of July
 - Teams groups- start a document in Teams and divide and conquer the talking areas and divisions/organizations
 - Current diversity and inclusion language in mission and vision statements and our strategic plan(s) – James
 - Collaboration with other entities/groups on campus – Anna & Denise
 - Same wave length as Jessica and Alison, talking to groups on campus and smaller groups that may not normally have people come to them (Athletics (professional non-faculty (3&5)), Veterans Office)
 - Creating affinity/interest groups and professional organization chapters – Amanda H., Hattie, & Jodi
 - Putting together a needs assessment to send out to staff members on campus to determine need and interest
 - Staff Council “alumni” engagement – Amy & Kim
 - How other system schools do employee representation in the elections process – Amanda B.
 - Tarleton- still use EEOs, similar issues and concerns to Commerce
 - Also considering other options; hybrid member, at large members that represented underrepresented areas such as OCIS locations
 - Texarkana, CC- EEO that have small numbers have been combined

- TAMUCT- decreased their numbers to give them more to select from (?) in nominations and voting. Email all staff members eligible for positions, allow people to remove themselves (auto put them on the ballot, but have to ask to be removed)
- How can we make it easier to identify the EEOs each of us are and align people with who their representative on Staff Council is?
- At large- are we seeing appropriate or diverse nominees for at large positions and appointments? OCIS membership on Staff Council.
- Work with MarComm to create a 2-3 minute video that explains Staff Council and puts a face to the name
- **Send James 2-3 sentences about what Staff Council means to us and why we are on it

Future topics

- Student “survey” of preferences
 - Disconnect between students, staff, and leadership expectations and data, preferences
 - Consider focus groups, partner with SGA
 - Still meeting students where they are and meeting their expectations, can we still support students online
- Celebrating our staff inclusion champion
 - Dr. Archie would like to see the different groups celebrate in certain ways
- Data collection requests
 - If we want to collect demographic data on anything, we are good to move forward with support of Dr. Archie, and his office will assist with this.

Next meeting: Tue. Mar. 14 @ 2pm (BA 218 & Zoom)