

Texas A&M University-Commerce Staff Council

Mtg. Date: Tuesday, October 13, 2015, 3:30pm -4:30pm, Gee Library Training and Development Office

Attendees:

	Present (Yes or No)
Billie Abell	Yes
Janet Anderson	Yes
Molly Baur	No (notified)
Tina Boitnott	Yes
Veta Dawson	No (notified)
Jeremy Gamez	Yes
Jodi Oelrich	Yes
Kim Scarcelli	Yes
Christi Spruill	No
James Vanbebber	Yes
Bryan Vaughn	Yes

Agenda:

- Campus Concealed Carry - Bryan
- Employee of the Month Committee Report – James, Christi, Billie
- Report on Emails – Kim
- Report Suggestions/Concerns Brought to Staff Council
- Financial Report - Janet
- Fundraising Committee Report - Billie
- Staff Council Awareness Committee Report - Jeremy
- Coffee with Council – Tina

Notes/Minutes:

Meeting called to order at 3:34p President in Gee Library-Training & Development Conference Room.

Campus Concealed Carry - Bryan

- A Texas A&M University-Commerce Taskforce is currently producing a video that will provide adequate information regarding the Campus Conceal Carry law. Release of video will be during the first Community Update scheduled in October.
- The taskforce is meeting regularly and has strong Staff Council representation.
- Additional meetings will be held regarding topic.
- FAQ is being developed.

Employee of the Month Committee Report – James, Christi, Kim

- 21 responses for EOM via email
- A few submissions did not meet criteria (i.e. nominee was faculty, nominee was a Staff Council member, nominee was nominated by Staff Council member)
- Committee is reviewing for October
- Need to have some type of auto response sent to submitter confirming nomination received. James will submit ticket
- James will work on language to add to nomination reasoning section of form. So that people know that submitting "one to two sentences" will be scored less than a well-written paragraph; i.e. describing work ethic, specific scenario, etc.

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- The Employee of the Month (EoM) will not be notified.
- Staff Council will notify EoM's supervisor and will coordinate together making sure EoM will be present to receive recognition in EoM's work area.
- As much of Staff Council will be in attendance for recognition along with President's Office representation, and possibly MarCom for photo opportunity.
- EoM Workflow for Staff Council:
- EoM Committee will have decision made within first week of the following month. 11/4
- Staff Council will receive FYI via email and have 24 hours to acknowledge. 11/5
- EOM presets award no later than the end of second week of the following month. 11/13
- Tina will order Banner - it will be hung by either command strip or suction cups
 - Banner Info: "Staff Employee of the Month Works Here"
- Tina & Billie will work on gifts.

Report on Emails – Kim

- All emails pertained to EOM
- Additional conversations regarding topics that Staff Council could help gather information.
- 10 hr work days during summer so that we could have M-R
- What are SC next steps:
 - Tina: Send email requesting info from HR
- Staff & Faculty Field Day (Family oriented)
 - Collaborative effort from Faculty Senate, Wellness, MRC, etc.
 - Tina will contact Rick from MRC
- James received a direct email from staff/student regarding the EOM
 - "counter intuitive to team concept"
 - James thanked and forwarded to Tina
 - Tina reached out via phone and email to sender as of mtg. no response

Financial Report - Janet

- Estimated balance with commitments figured: \$3766.79

Staff Council Awareness Committee Report - Jeremy

- New Idea for Home Coming-Table inside stadium before, during game. (most likely not feasible)
- PA Announcement
- Jumbo Screen advertisement of Flag purchases
 - Tina will meet with AD
- Once EOM announced a "congrats" email will be sent out
- Flag email can be re-sent after Coffee w/ council week.

Coffee with Council – Tina

- SC to meet and setup at approx 8:20.
- Sweet breads purchased from Blueberry farm
- Coffee, tea, hot chocolate will be offered
- Kim: will promote at C.A.N.
- Tina: will promote at U.E.C.
- Janet: will promote at B.U.G.

Meeting Adjourned at 4:47 pm

Jeremy moved

Billie second