

# Texas A&M University-Commerce Staff Council

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**Mtg. Date: Tuesday, February 9, 2016; 1:30 pm-3:30 pm, Gee Library Training and Development Office**

## **Attendees:**

	<b>Present (Yes or No)</b>
Billie Abell	Yes
Janet Anderson	Yes
Molly Baur	Yes
Tina Boitnott	Yes
Veta Dawson	Yes
Jeremy Gamez	Yes
Jodi Oelrich	Yes
Kim Scarcelli	Yes
Christi Spruill	No
James Vanbebber	Yes
Bryan Vaughn	No (notified)
Dr. Edward Romero	Invited Guest

## **Agenda:**

- Call to Order
- Approval of Minutes
- Old Business
- Dr. Edward Romero – University Climate Survey
- Financial Report – Janet
- January EOM - Kim
- Fundraising Committee -
- Awareness/Marketing Committee -
- Coffee with Council
- New Business
  - Discuss Election Timeline and EEO 4 vacancy - Jeremy
  - EOM - process of recusing from matrix review
  - May Meeting Time

## **Notes/Minutes:**

Meeting called to order at 1:43 pm by Jeremy Gamez Vice President in Gee Library –Training & Development Conference Room.

### University Climate Survey—Dr. Edward Romero

- Dr. Romero provided Learning, Living, and Working Survey Timeline
- Discussed purpose of initiative and that it was for Staff, Faculty, and Students.
- Survey opens on 2/23/16 for a duration of 2 weeks
- Incentives for taking the survey if respondent opts in
- Approximately 20-25 minutes to complete survey
- Recommendation is for a respondent to only take once reflective of Primary role on campus.

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- Staff Council requested marketing pieces to aide in the awareness of the survey by having the information available at the next Coffee with Council. Also requested the link to the survey so to be placed in minutes.

Financial Report – Janet Anderson.

- Estimated balance with commitments figured: \$ 4,451.56

EoM Committee – Kim Scarcelli

- January Recognition date is scheduled for 2/15/2016 @ 1:30p
- Kim will send out Calendar reminder to Staff Council
- Staff Council approved to amend the Committee Scoring process if there is a conflict of interest
  - The committee will use matrix to determine the top 3 nominees. If any of the top nominees present a conflict of interest with any of the committee members the committee member(s) will recuse themselves from final scoring and a Staff Council alternate will assume duty.
- Staff Council approved additional scoring for multiple nominations of one nominee and also approved the process for scoring multiple nominations of one nominee.
  - An additional column will be added to the matrix to denote multiple nominations. A nominee will receive one additional point for every nomination and will only be used as a tiebreaker.
  - For nominees with multiple nominations, the committee will score each of the nominations separately then committee members will take the highest score from each category to form one final matrix score and add the additional point(s) to the new tiebreaker column.

Fundraising Committee

- The committee met on 2/5/16 and discussed ideas that were mentioned from previous Staff Council meeting.
- Committee compiled a survey (Survey Monkey) for Staff to provide feedback for possible events and other interests.
- Staff Council reviewed survey; suggested minor edits. Janet will make edits and send to Billie to send out via listserv by 2/15/16.
- The email subject line will be, “Your Opinion Matters.”
- Committee recommended that our next fundraiser should be a Luncheon for Administrative Professional’s Day (4/27); the actual event being on 4/28. The date allows for ticket sales on actual day.
- An A&M cup (tumbler) filled with some sort of mint/candy was decided, by Staff Council, to sell also as a gift item; highlighting it for this event but also to have up on Marketplace as an item Staff Council is selling.
- Committee will look into comparative pricing on mints.

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- Options to purchase for event were decided, by Staff Council, to be 1) Gift Item 2) Ticket to Luncheon or 3) A combo of the two.
- Was suggested, no final decision, on possibly the Staff Council delivering gift/ticket to each recipient.
- Committee has not heard back from Sodexo on pricing for food. Baked Potato Bar, Salad, Dessert, and Tea/Water. Billie will be reaching out again.
- The pricing for the individual ticket and individual tumbler has not yet been determined. Possible pricing for combo was discussed to be \$20.
- Apart from ticket sales, which are intended for supervisors to purchase; Staff Council decided to also sell sponsorships to the event. The sponsorship opportunities are intended for the University's Divisions and larger entities (i.e. members of the U.E.C.) to purchase to show their overall support.
- \$200 Dollars was decided as the price for Sponsorship.
- Sponsorship will include being mentioned on marketing pieces, at Coffee with Councils, and table placards at event with the opportunity for sponsors to bring their own swag.
- Tina will mention at next U.E.C. meeting that is scheduled for 2/22/16.
- Tina, Jeremy, and Billie will work on "Sponsorship Letter" to have ready by 2/22/16
- Possible "big" prize(s) was discussed. Janet will check with Rhonda Ferguson on details for "big" gifts.
- Awareness Committee and Fundraising Committee will meet before next Staff Council meeting (3/8/16) to discuss updates and to form marketing pieces.

## Coffee w/ Council

- 37 staff members were in attendance, excluding Staff Council, which is in line with average attendance.
- Blue and Gold theme for February's Coffee w/ Council, Janet has some décor
- James will bring more coffee cups
- April's Coffee w/ Council will be on Wednesday the 16<sup>th</sup> due to Spring Break.

## New Business—May Staff Council Mtg. Time Change

- May 10<sup>th</sup> Staff Council's meeting time will be changed to 3:30 pm – 5:30 pm
- Jeremy will contact T&D to schedule and confirm.
- James will send out calendar updates once Jeremy confirms.

## Election Timeline and EEO 4 Vacancy

- Agenda item was tabled for next Staff Council meeting due to time.

## Meeting Adjourned:

- Motion: Billie
- 2<sup>nd</sup>: Jodi
- Meeting adjourned: 3:33pm