

# 10/11/17 Agenda

Wednesday, October 11, 2017

2:00 PM

## Attendees:

- Janet Anderson
- Chad Ballard
- Belinda Benson
- Sarah Elder
- Jeremy Gamez
- Mona Gilley
- Wendy Hooten
- Leslie Horn
- Stephanie Keahey
- Jodi White
- Kim Scarcelli
- Mandy Shaw
- Jeremy Tanner
- Jody Todhunter
- John Weatherford
- Billie Abell (invited)

## Agenda

- Call to Order and Welcome
- Financial Report (Belinda)
- UEC Update (Jeremy)
- Committee Reports
  - Events/Fundraising (Stephanie & Billie) 3pm
    - Holiday Market Update
    - Marketplace, RSC setup, vendor packet, service hours groups, etc.
  - Staff Recognition/Appreciation (Kim)
    - EoM Logistics
    - Years of Service
      - Initial feedback
      - Open for discussion (brief Lessons-Learned)
  - Communication (Jeremy Tanner)
    - Holiday Market Communication Plan Update
  - Governance (Jody)
    - Nothing to report at this time
  - Staff Development (Mandy/Mona)
    - Professional Development Day
      - Initial Feedback from
      - Open for discussion (brief Lessons-Learned)
      - Surveys to be distributed
    - Banner 9/XE release (Jeremy Gamez)

## **Unfinished Business:**

- Staff Scholarship
  - Update/Next Steps
  - Who do we need to make aware/bring into discussion
  - Realistic timeline (Fall 18)
- Staff Council Shirts

- Show pic of sample
- Does anyone have better ideas?
- Call of Interest Email
  - Review the drafted email
  - Go over example response for ineligible members
    - Brief Discussion on allowing faculty/student be part of sub-committees
- **New Business:**
- Impact of the bi-weekly pay
  - Refer to Lisa Blackwell for additional clarification and calculation
  - Emailed Dr. Romero to see if there are other opportunities/workshops that can be scheduled and SC can assist in any way.
  - Review listserv email that was sent on 10/9
- Questions/Concerns surrounding the university being open on Saturday (10/14) for HC/Alumni
  - If SC members receive questions, please refer them to their direct supervisors for clarification
- New Items
- Adjourn

STAFF COUNCIL MEETING: 10/11/17

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- Belinda Benson
- Sarah Elder
- Jeremy Gamez
- Leslie Horn
- Stephanie Keahey
- Jodi White
- Kim Scarcelli
- Mandy Shaw
- Jeremy Tanner
- Jody Todhunter

Notified of absence:

- Chad Ballard
- Mona Gilley
- Wendy Hooten

Absent: John Weatherford

Guest: Billie Abell

### **The Meeting**

- The meeting was called to order by President Jeremy Gamez at 2:02 pm
- Financial Report – (Belinda)
  - Pending expenditures:
    - Service award- brick - \$125
    - Holiday market/ Social media - \$250
    - New SC shirts/polos
  - New budget for new academic year - \$5000
  - National Night Out had positive results

- If you need to pay for items for SC with your Procard, please alert Belinda Benson
- Ending Balance - \$21, 652.26
- UEC – (Jeremy G.)
  - Last meeting was 10/4 with next meeting on 10/11
  - All EPAs must be completed by 11/20 – fully routed
    - Any questions, contact Payroll
  - Skills Training
    - As a university, doing well
    - Believed that there should be more/higher level
    - New training completed b 10/13
  - Homecoming this week
    - Check website for more information
    - Thank you to donors on Friday evening in lieu of Royal Roar
    - Virtual Tour tool for university being looked into - “Campus Bird”
    - No parade – instead infinity breakfasts for alumni in the various colleges
    - Open hours – 8-5 on Saturday the 14<sup>th</sup>
      - Faculty presence known
      - Ask direct supervisors for information
      - If staff members have concerns, bring to Jeremy Gamez
      - Tours will be offered on Saturday at 10:00 and 2:00
  - Basketball Games – Tim McMurray
    - Will have offers similar to football for faculty and staff for free tickets
  - Staff Comments to UEC Meeting on 10/11
    - A clear plan and timely flow of communication
- Committee Reports
  - Staff Recognition (Kim)
    - EoM Logistics – October 24<sup>th</sup>, 4:30 pm in BA 251
    - Years of Service
      - Initial feedback
        - Some questioned the number of years
        - “consecutive years of service”
      - Open for Discussion at Committees
        - Staff Recognition – better dissemination of SC and notify supervisors of service awards

- Communication – separate communication for agenda (i.e. service award ceremony and professional development sessions)
  - Start the process for the day earlier
  - Fine-tune report
  - Have issue with library employees as to recognition
  - Issue with clocks arriving broken and being replaced by more expensive substitute
  - Tax implications on items priced over \$50 (our account will cover)
- Governance – Nothing to cover
- Staff Development (Mandy)
  - Professional Development Day -
    - Positive feedback
    - Found classes useful/pleased
    - No negative
    - Appreciated tech teams
    - Had some no-shows from those that registered
    - Many switched sessions
    - Sending out a list regarding surveys to those attending specific sessions through Qualtrix
    - Banner sessions already had a personal survey in session
    - The Open Forum
      - Addressing HR issues with staff – cases only – anonymity
      - Tentatively considering Dr. Romero to attend next SC meeting in November or December
      - Most like the forum
- Fundraising/Events
  - Holiday Market- (Guest: Billie Abell)
    - \*If you have a color copier, assistance with copies of the Market flyer would be helpful
    - Committee meeting last week
    - Vendor Packet is now created and provided for those interested
    - Jeremy and Billie met with SRSC to learn rules and policies
      - No food/drink from outside the building
      - No glitter/confetti

- Sent out Save the Dates to vendors from last year's Market
- Have already 7 new potential vendors
- Risk assessment form has been completed
- Map provided to SC members for potential vendor layout
  - One door entrance between the elevators and back stairwell, with other set of doors used as an exit only
- Informational booths outside of the conference rooms only due to number of UPD represented
- Visions will be headquarters for SC and a hospitality room with drinks
  - 9-12 pm water/coffee
  - 12-5 water/tea
  - Motion made to purchase drinks – Jodi
  - 2<sup>nd</sup> the motion – Jeremy G.
  - Motion passed
- Outside the conference room -
  - Wellness area
    - Massage chair potentially from 1-3 pm
  - Make it/Take it crafting
  - Homemade cards
  - Connect with sustainability
  - Adult coloring
  - Will need tables brought up
- Jeremy reached out to Dr. Harp regarding poinsettias for the event
- Food options:
  - On application – box lunches -\$9
  - Sharing information about food options on campus and specifically in SRSC
- Marketing – (Jeremy T.)
  - On marquee
  - On Facebook – please share event
  - Meeting scheduled for Monday
  - Information is being given to Rotary Club/Lions Club
  - Connecting with KETR

- Waiting on call back from Herald Banner
- Looking into Chambers and committee communities
- Possibility of showing photos of vendors items on FB
- Ryan Scott of the Herald Banner took photos last year as well as there are photos that could be used on the SC FB page.
- Applications are available now on the SC FB page
- Marketing is now under leadership of Jeremy Tanner
- Billie and Jeremy G. spoke with Commerce Journal
  - 2 articles will be published
- Other potential media contacts:
  - Paris News
  - Cooper Review
  - Sulphur Springs News Telegram
  - Commerce Connection
- Possibility of additional yard signs
- Traditions also reserved for the event if overflow needed
- A motion was made to allot \$250 for social media and random advertising by Janet; seconded by Jodi; motion passed
  - If additional funds are needed, SC members will be notified via email and vote
- There will be a P.A. done through sporting events regarding Holiday Market
  - Use of the video board – contacting Josh Manck
- Student volunteers are being looked into:
  - Honor's College
  - Fraternity Life
  - Secret Drawer Society
- Meeting was dismissed at 4:30 pm

*Respectfully submitted by Kim Scarcelli on October 12, 2017 at 5:31 pm.*