

Staff Council Agenda & Meeting Minutes 11/13/19

Wednesday, November 13, 2019

2:00 PM-BA 290 & BA 218

Attendees Present (green):

- Billie Abell
- Judy Allen
- Amanda Brown
- Erica Contreras
- Ray Dittrich
- Sarah Elder
- Valerie Fulkerson
- Mona Gilley
- Leslie Horn
- Kim Jefferies
- Arlana Martin
- Brian McGinley
- Hattie Powell
- Amy Robinson
- Charles Robnett
- Katie Thomas

Agenda

Call to Order and Welcome

The meeting was called to order at 2:05 p.m. by Valerie Fulkerson

Financial Report Kim Jefferies

- Lisa Busby confirmed brick has been placed. Photo evidence it is in the ground
- Need receipts for several items
- Billie Abell made the motion to approve the budget, Amy Robinson seconded. All approved

Committee Reports:

- Events/Fundraising Billie Abell and Sarah Elder
 - Holiday Market – 53 vendor spaces have been reserved
 - 16 need electrical access??
 - Invitations have gone out for Drop-N-Dash
 - Sign-up Genius invite has gone out to SC members to sign up for times to help with Holiday Market. Click all the boxes if you can be there all day.
 - Student sign-up notice went out yesterday, November 12, 2019
 - Street signs disappeared (bad weather)
 - Bille made motion to spend up to \$100 for additional signs, Brian McGinley seconded. All approved.

- Reached over 8500 people with the last two Facebook pushes
- Golf cart run – we will use the gold shuttle option which takes approximately 15 minutes each trip
- Door Prizes – we will not do door prizes this year
- Staff Recognition/Appreciation Sarah Elder and Erica Contreras
 - Employee of the Month - Sarah and Billie went to Brookshires to discuss them supplying a cake for the Employee of the Month recognition. They will do 50% off the price for 12 months. Cost of quarter sheet cake is \$20 and we will pay \$10 for each cake.
 - Sarah made a motion to allocate \$120 for the next 12 months to purchase the cakes, Billie seconded. All approved.
 - We ask the recipient's superior to furnish plates and forks. Tell them size of cake and let them know they can purchase other items if they want. We will still buy plates and forks as back up.
 - Anniversary Cards –November cards have gone out. We are ready to do December. Sarah suggested doing Card Signing party. Sarah will send out a calendar invite for December. Members not present will receive the cards in the mail.
 - Service awards – Sarah, Erica and Kim – spent lots of time on reviewing data for recipients of the awards. Erica discussed Blue and yellow group handouts and discrepancies in the data. Business Objects report pulls in hire date. Previously relied on this, which isn't accurate. Of 106 to verify, looked at 4 people and this report pulls in student hire dates as well, which by current guidelines, this time would not be included.

Erica called other institutions in the System. At System they use "Total state service" as the service award. This means it would include service as a student and at other state employers. Discussed proposal to transition to this method, which would match what the System office is doing. System runs on September 1st of each year at the same time. Employees are awarded at 5, 10, 15 years, etc. of service. This method will exclude anyone if they aren't at the 5, 10, 15 year, etc. mark when the report is run on September 1st. The group discussed options and still working on cleaning up some of the current data for the upcoming Services awards in spring 2020.

Sarah made the motion to move to begin using the "Total State Service" option for our Service awards, Judy seconded. All approved.

- Employee Scholarship – handout, the members discussed the current criteria was too narrow for eligibility. Sarah presented recommendations and the members discussed options for applying and receiving the scholarship.
 - Valerie made a motion to accept changes as presented (see below), Sarah seconded. All approved.

To be eligible, recipients must meet the following requirements:

- Full-time University Staff, Directors level or below
- Must be an admitted student to the university for the current term.
- Must be able to provide proof of eligibility if requested
- Undergraduate students must maintain a 2.0 GPA or higher
- Graduate students must maintain a 3.0 GPA or higher

- Recipients will be notified through their **myLEO** email account
 - Previous recipients must wait one full year before being eligible to apply for the scholarship again
- Communication - Sarah Elder
 - Facebook – Sarah discussed trying to highlight one student event per month. Trying to get staff engaged with students. Send Sarah student events to advertise and send out.
 - Tomorrow is Thanksgiving for International Students office want staff to attend.
- Governance - Brian McGinley
 - Brian will email revised bylaws to everyone. Includes, modified version of Rules of Order, what is a passing motion, what is a quorum.
- Staff Development – Valerie Fulkerson
 - Valerie and Mona met with Dr. Rudin about Staff Council’s involvement in Staff Development Day. SC will be taking a step back and hand back to Training and Development.
 - Will need to think about what we want to do as SC Staff Development sub-committee if we aren’t co-sponsoring Staff Development Day. The members discussed the committee taking on Coffee with the Council, etc. Other discussions included could combine Coffee with Council with Staff events/fundraising. Staff Events/Fundraising already has heavy load with the events. Erica and Katie talked about connecting with new staff member events, etc. Next meeting discuss how others can share and step up with taking on other responsibilities in this areas.
 - Mona and Valerie will discuss with Jacinta (Jazz) Dyck about SC stepping back from co-sponsoring Staff Development Day. Committee members can still volunteer to help with Staff Development Day.

Unfinished Business:

- 360 survey update – Valerie Fulkerson
 - 360 survey was discussed because it didn’t roll out as expected. Valerie and Mona met with Dr. Dan Su and Dr. Rudin and we will be doing a second roll out for the non-academic side to reach those not included the first time round of surveys. An email will go out to those by Dan Su and will go to all those reporting to the senior administrator and not just part of the staff. Everyone will have a voice. If already completed, will be asked not to complete again.
 - Dr. Rudin will use results to work with the Executive team to work on improving employee morale and relationships with them.
- National Night Out – Valerie Fulkerson
 - Mona, Ray, Katie attended the event. It was successful and went well. Sarah discussed she couldn’t get a flyer from anyone at UPD with event information. Two different events were done. We sponsored a National Night Out and so did the City of Commerce on different dates. We will share this information with UPD for next year so that we can advertise it and highlight Staff Council support of the event.
- Blue & Gold Wednesday candy handout – Valerie Fulkerson
 - It was fun. Suggest doing it again. Sarah still has some candy to hand out. We could do it once a month. If we do, should do bulk candy buying. Also need to include sugar-free candy and mints. Kim will look at some different candy options.

- Big Pink Volleyball – Valerie Fulkerson
 - This was a fun event as well. Brian will be the team captain next year.

- Ideas for President for Staff Morale-On Going – Valerie Fulkerson
 - Hattie Powell - Christmas party changing to the second week in January 9th. It is on the spring assembly day as well. This is Peak Registration week for the One Stop Shop and staff would not be able to go or wouldn't be able to stay for the whole event and would miss out on the prizes. Valerie will bring up to Mona to discuss with Dr. Rudin for discussion.
 - Sarah - Merit is supposed to be on December 1st check for salaried and by-weekly employees will have full amount on November 22nd check.

New Business:

- Upcoming Events
 - No new business was discussed.

Adjourn

Valerie made a motion to adjourn the meeting at 3:38 p.m., Kim seconded. Meeting was adjourned.

Respectfully Submitted,

Hattie Powell
Staff Council Reporter