



Meeting Agenda

May 9, 2023 | BA 218 | 2:00pm

Beginning: 2:10 pm, Official Close: 3:27 pm

Amanda Brown, Michael Cassias, Coy Martin, Amy Barrow, Amanda Horne, Jessica Gossett, Jodi White, Alison Soeder, James Vanbebber (in person) Kim Jefferies, Anna Martin- virtual

Approval of April 2023 minutes

No issues or comments- approved Jessica Gossett, 2nd-ed by Coy Martin

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Budget Update – Kim Jefferies

Budget is good, nothing to add.

Received almost all money for appreciation lunch (\$4500) from 5 divisions

Committee Updates:

• Recognition & Appreciation

- Finalizing changes to MVL, moving form to Qualtrics
- Sending final Qualtrics drafts to council for testing and feedback
- Looking to team up with Events & Fundraising, Outreach on an event
- Angie Hill- 25th Anniversary award/gift
 - Amy Barrow will pick up from Sulphur Springs shop (\$70)

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• Events & Fundraising

- Appreciation awards luncheon, good turnout
 - No complaints from attendees
 - Spending: \$4300-ish on food, with reduced food amount, \$1400-ish on awards, majority paid by the divisions
 - Feedback: few vegan meals, when vegan reached the food station, there was no vegan entree left
 - Food was well received and appreciated

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○ Leo Series

- Kevin and Michael working in this
- May 25, 10-4 pm, please plan to attend

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• Communications

- Lions, Texas Rangers Game
 - #1 trending event on Instagram and facebook
 - August 20th, 130 pm start

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• Outreach & Enrichment

- HR Reclassification
 - This request or service will need to come from supervisors rather than be blanket provided by HR
 - James- will check on someone out of A&M System to present on Fair Labor Act

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- Visits to Divisions – Michael Casias scheduling
 - Complete by end of June
- Important Dates
 - Visits to divisions complete by end of June
 - Call for nominations: June 26 (Kim Jefferies drafting)
 - Elections July 10-14
 - Winners notified July 17 (invite to retreat)
 - Retreat: August 1
- If you are in the middle of a term, do you want to serve next year?
- If you are eligible to run again in the fall, do you plan to do so?
- Annual staff evaluations
 - Will work on but need to move forward with
 - Attendees were found of 2016, pre WorkDay evaluation tool
 - Evaluation metrics and WorkDay Organization doesn't work as well as we had previously engaged in
 - Is this still a valuable process with how it is situated in WorkDay?
 - Service needs to become part of the evaluation?
 - Is this applicable to every staff member? Will there be staff penalized for not doing things outside of their job description?
 - Awards? Have a brag sheet description?
 - Ensure this does not become too onerous or too much to coordinate or handle, because though it would be valuable, people shouldn't take too much time
 - Develop a Brag Sheet template that can be sent out to staff to use to track their accomplishments, add elements about student support as a brag point
 - Quantify trainings attended, presentations, etc.
- Student focused – what does this mean for us?
- Core values and competencies
- VOTE: Uncommitted funds used to increase budget amount for Events and Fundraising to not exceed \$1000 as a one-time increase and expense
 - Initial- James, 2nd- Jessica, approved by all

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Next meeting: Tue. June 13 @ 2pm (BA 218 & Zoom)