

Meeting Notes

June 13, 2023 | BA 218 | 2:00pm

Adjourned at 3:35 pm

Approval of May 2023 minutes

- No Questions
- Motion to Approve: James Vanbebber
- Seconded: Kim Jefferies

Budget Update – Kim Jefferies

Have around ~\$10,000 available in account Pending account item: Devin Girrod event payment Award needs to be picked up in Sulphur Springs- Amy Bassham has volunteered again to pick up for distribution on campus

VOTE: Decision to fully fund the expenses for Devin Girrod welcome event; was going to be paid by President's office; no longer pursue reimbursement from President's Office

Motion to Approve: Kim Jefferies

Seconded: Amy Bassham

Committee Updates:

- Recognition & Appreciation
 - TBD, need to update MVL data and the plan regarding changes
 - Will work with MarComm and send out marketing changes
 - Anniversary Cards- will sign more (to Jessica)
 - Request to identify other opportunities to spend money so we don't lose funds
- Events & Fundraising
 - No updates, now chaired by Michael Cassias
 - Denise- Print Works fundraiser: will host a store for us, will handle all shipping, creation, planning. We only choose the product, they will market.
 - Already an approved vendor, approved with MarComm vendor list
 - Offer cute shirts? Offer seasonal type stuff: tail gating for fall, oven mitt and cooking tools for winter, winter gear for winter
 - We don't store anything, don't need to worry about holding inventory, space, etc.
- Communications
 - No updates, still holding steady for other events
 - Cascade updates can be made with James Vanbebber
- Outreach & Enrichment
 - Coffee with Staff Council- good attendance,
 - Fall frenzy: August
 - Popcorn, snowcones
 - Live music (Michael's band)
 - Create a button
 - Every Wednesday of August

General Updates:

- Inclusive Governance
 - No updates: last information AAUP representative; Amanda and Coy shared rough draft with her, she will reach out to UP for recommended changes, if any
 - Lots of items that codified in other places for academic freedom, freedom of speech that is not the same for staff
 - This may be an item for consideration for Staff
 - Expressive Activity on campus does cover faculty, staff, and students
- Staff Resources Guide (almost complete)
 - Coy was working on with committee
 - Some items to still be added
 - Once finalized, will be shared by Amanda for review by committee
 - Has received welcome letter from President to add
- Digital visits to divisions (all scheduled; begin on Thursday)
 - Have been scheduled, attend the ones we are able to

Discussion:

- Elections
 - Timeline
 - April 21: announce changes at appreciation lunch and on listserv ✓
 - May: short bios completed ✓
 - June: digital visits to divisions (scheduled) ✓
 - Thu. June 15 @ 9am: Academic Affairs
 - Thu. June 15 @ 2:30pm: Student Affairs
 - Fri. June 16 @ 9am: Finance & Administration
 - Tue. June 20 @ 9am: Enrollment Management
 - Tue. June 20 @ 2pm: Philanthropy & Engagement, Research & Economic Development, Inclusion
 - Thu. June 22 @ 3:30pm: Other Operating Units
 - June: post bios on social media
 - June 26: call for nominations (Kim drafting email)
 - July 10-14: elections (Amanda will create in Qualtrics)
 - July 17: winners notified
 - July 24: notify campus community
 - Qualtrics survey form
 - Alison has volunteered use of IE GAs to work on developing these forms for voting, since they need to be sent from Qualtrics using set email lists
 - Nomination form: importance of nominating people from areas for representation
 - Is this truly important or is volume more important?
 - Larger volume of self-nominations than nominating others

- Send Qualtrics to specific division, can nominate anyone
 - Name (free response), Department (drop down)
 - Vote on people from just your division
 - VOTE: 1) nominate from any division
 - 2) nominate from only your division
 -
- Retreat planning (August 1)
 - Suggested locations?
 - Dallas site
 - Texan's Theatre
 - Web Hill golf, Wolfe City
 - Sulphur Springs site by the airport (name unknown)
 - James will reach out to get quotes
 - Agenda ideas (activities, discussions, guest speakers, trainings, etc.)
 - Core values and competencies
 - Restructure committees and duties
 - Select/renew regular meetings with external stakeholders
 - President: monthly
 - VPI: monthly
 - HR: quarterly
 - Other VPs: semiannually or annually
 - Review officer roles
- Review current membership
 - Who is in the middle of a term? Do you want to serve your second year?
 - Who is eligible/ineligible to run again?
 - Kim will stay on for second year of term
 - Everyone is eligible to run except Amanda Brown and Hattie Powell
 - Coy's position and VP role: Not open for interim VP (elections in September), not to select next candidate to replace position in currently council
 - 10 in favor
 - 1 abstain
 - 0 against
 - Alison: concern of continuity of leadership if we don't fill this role, opportunity to carry over for next cycle
- Annual staff evaluations
 - Draft of performance evaluations
 - Main changes: add links for different things
 - Inclusive environment, equity, additions
 - Belonging, in response to SB 17
 - Position specific items for a brag sheet
 - Other items that need to be included:
- Student focused = customer service oriented



- How can we incorporate this?

Next meeting: Tue. July 11 @ 2pm (BA 218 & Zoom)