



Staff Council Meeting Minutes

10/2/2024 | 2pm-4pm | BA 343 or [Zoom](#)

Welcome

Call for attendees present

Approval of September 2024 minutes

Budget Update – Marcia Henderson

- as of Sept 2024 balance \$ \$11,912.13
- Kasey will work with Financial Services to update Canopy access for her and Marcia

President's Notes

- Invited Molly DePue from Dallas.
 - Discuss and vote on At-Large member for Dallas Representation – Voted in for one year term
- Invited Billie to update on Holiday Market
 - November 22nd from 10am-6pm. Vendors arrive starting at 7am and select vendors the evening before
 - assistance needed from Council to plan for upcoming tasks
 - new signs and banners ordered with updated holiday market image
 - new charges for floor covering in gym and security
 - added 4 spots and increased booth cost to \$80 non-employee, \$70 for employee
 - working on food trucks
 - promote through Facebook as a sponsored post
- Bi-Laws Updates – need to review to add Dallas as a member and overall governance, remove DEI language-tabled
- Campaign Initiative
 - “Your Voice is Our Voice!” Transforming Staff Lives...
 - Staff feed back was good – need to promote for visibility and build credibility, marketing
 - Create anonymous mechanism for staff to voice concerns, suggestions or feedback
 - Suggest moving service awards to divisions to include Executive leadership, manager and employee. Staff council representatives for that division would be present
 - How to make staff events more inclusive
- Campus Community Engagement Request
 - Mona reached out asking for representatives for the Ethics and Compliance Networking Group- Would like to volunteer to attend as a rep? This will be 3 or 4 times a year commitment.
 - James will attend with Molly as a backup (is this correct?)
- Cynthia Ware withdrew representation due to personal reasons.
 - Kasey reached out to Jared Knight and Dr. Dan Su to retrieve voting results.
 - Will send voting results to Elections committee to reach out to the next in line.

Transition Tasks Update

- Shared Drive - did everyone gain access?
 - Yes except Marlana Cameron due to UPD firewall – (Jeremy Gamez will check on this)
- Teams update – did everyone gain access?
 - except Carrie Williams – Kasey will troubleshoot

- Shared mailbox – members with access: Kasey Britton, James Vanbebber, Marcia Henderson, Sarah Aly, Chris Gage
- Supply closet – reviewed with Kim – I am working with Eddie for permanent location on campus.

Committees Discussion <T:\Committees\.Committee Membership\Committees 2024-2025>

- Current committees – LESS IS MORE 😊 Who else serves on another campus committee? I suggest condensing for a more focused approach.
 - Chris is dedicated communications officer and will not join additional committees. All committee chairs are expected to update Chris for all communication needs to ensure brand is promoted according to TAMUC guidelines.
 - Chairs selected. Marlena updated the Teams spreadsheet.
- Scholarship update from Sierra
 - Two applicants selected by through computer generated random selection process for each category: Undergrads and Grads
 - Need to transfer funds for Fall and Spring scholarship's
 - President will send congrats email after winners are vetted.
- Current Projects
 - Mentor Program – Possibly use Shirl Lee's guide as a template? James will follow up with Katelyn on status.



ADMINISTRATIVE ASSISTANT GUIDE.docx

- Website – council profiles – Thoughts on a group photo with our division shirts?
 - Yes – scheduled for Nov.
- Ideas for the future
 - Educate staff on resources available to them
 - Meet at different locations to promote visibility and meet with departments
 - Molly suggested using Dallas as event space because they do not charge.
 - Kasey mentioned housing software vendor will be using the space in December
 - Host forums with campus partners to educate about processes on campus such as “buckets” and what does that mean...

TAMUC CAMPUS MASTER PLAN: <https://storage.googleapis.com/stateless-new-tamuc-edu/2021/07/152c4606-final-campus-master-plan-amendment-revised-8.7.2020.pdf>

TAMUC Strategic Plan: <https://www.tamuc.edu/strategic-plan/>