

Thursday, December 10, 2020

- **Call to Order** – meeting called to order at 2:03 PM
- **Special Guest – Dr. Walter Wendler**
  - *Not in attendance.*
- **Approval of November 12, 2020 Meeting Minutes**
  - *Zach motioned to approve, Dane Glenn seconded, and all in attendance voted in favor.*
- **Comments from the President**
  - **University Strategic Planning-** Carolina emailed documents prior to today’s meeting.
    - To summarize, they have 7 goals and 22 strategies. Every department is represented by one or more strategies.
    - There are links in the emailed documents, but the external website has a brief overview of the Universities Strategic Plan. They currently only have 5 goals listed, but you can also find our mission statement, vision and values.
    - Carolina has been tasked with providing feedback on goal number 7. Feedback from members of staff council is due by **December 15<sup>th</sup>**.
  - **New University Intranet-** The new intranet website was screen shared and Carolina showed off the staff council section. There has been discussion that this will be ready to launch in January.
  - **Campus Dress Code-** Carolina expressed gratitude to those that worked with Faculty senate on the revised dress code. There was no formal announcement, but the revised dress code has been posted on the website and it is now accessible.

- **Old Business:**
  - **Reminders-** All officers and committee chairs need to continue updating the “how to” binders as processes are changed so we can have current information for the next staff council representatives.
  - **Gallery of Excellence**
    - Rik has requested we take over the Gallery of Excellence. He feels it makes the most sense for staff council to continue the work. Carolina agrees it is in line with what we do and we want to celebrate those staff that are chosen.
    - A few weeks ago, Zach and Carolina went to help Rik set up this year’s Gallery of Excellence wall. Carolina felt it was useful to see in person, but in reality one person in the group will be the next President and they will be in charge when we have to implement it. It is good to have a strong foundation now in case we have any doubts or need clarification. Rik was very clear with the processes and how he has done it for the last 20 years. However, we can also change it up if we want.
    - Questions and Comments from the floor:
      - Zach- Faculty Senate has added an additional Faculty award this year, and there will now be 4 rather than 3 recipients. Within the next year or two there may be more financial burden since the frames, matting and glass are all custom made. Poster boards have been set up in the past, but it would be up to us to decide whether we want to continue that. Rik has everything outlined well and extra framing supplies, that should last us through next year, are currently stored in the Library with Beth Vizzini. The Professional development committee would like to take this project on and work with Faculty Senate on funding since Communication and Marketing will no longer cover this expense.

- David- We should talk to Dr. Wendler and see if the President's office could contribute financially. They also have frames on hand and in stock we could potentially ask for.
- Ashley- Curious if Faculty Senate may be able to help with the cost for the faculty piece.
- Carolina- In addition to the framing expense, there is also the reception. This year due to COVID there isn't one, but typically there is a small reception. Rik didn't know for sure how much it has cost in the past, but since we didn't do one this year, if funding becomes an issue, we could discontinue that.
- 8x10 photos are approximately \$3.00/print. Assuming we will have a photographer volunteer, this expense is manageable. However, if we have to hire a photographer, this may be an issue because we do not have the budget.
- Ashley volunteered to take the photos. She felt like someone on campus could donate their time, until at least we get it off the ground. Students may be able to help, and it would help showcase their talent too.
- David- Wondering if they are keeping Rik's studio. It may be good to collaborate with the school of fine arts and potentially offer extra credit for student volunteers.
- Carolina- There are also people in our group willing to help, but in the long term we should decide who else could help. What happens if the next group coming in doesn't have photographers? 1910 PR student run firm is a wonderful option too.
- Ashley- From a treasurer's perspective, we do need to have a caveat that we will vote every year to do this, especially since it has a Faculty piece. We need to be sure and keep good records, because the funding source will not be the same.

- David- We have an opportunity to partner with Faculty Senate and make this a joint venture. The current president of faculty senate is an advocate for supporting staff. Maybe we could have a conversation about a partnership on this project. Professional development could start it and work together so it doesn't all fall on us.
- Ashley – Pointed out faculty senate may not know it is something that may fall out.
- Zach- This is what was outlined in his plan and he agrees.
- Carolina asked David: Should we reach out to Faculty senate first and then vote or vote as staff council? He felt we should vote now, but address this with Faculty Senate too.
- Carolina-Distinguished Alumni are featured and she felt like this might be a good addition to Ronnie's department.
- Ashley- asked if Rik indicated he had spoken with anyone else. David mentioned he thought of us and wanted us to take it on. Carolina said Rik said "Staff Council is a group that gets things done." And with his department restructuring, wasn't sure anyone would make it a priority once he is gone, but we can.
- ***Vote: Do we want to take on Gallery of Excellence?***
  - Motioned by Zach- move to accept responsibly for Gallery of Excellence and review commitment every year. Ashley Eller seconded it. All in favor.
- **Staff Council Subcommittees**
  - ***Employee of the Month (Betty)***
    - Beth Vizzini was November's EOM, her reception is on Monday at 11:30 AM in the Library. Please try and join the zoom award presentation to show our support.
    - Decembers EOM- Abby Betts is Decembers EOM.

- There has been an issue with tie votes. EOM chair people had to vote again and it became tied again. We need to have a written instruction in the EOM regarding ties.
- This is the most nominations we have had since Betty has been the chair person.
  - A bunch of people dropped off this month, and the way the tie worked out was between Kyler Estes and Abby Betts. He was nominated twice, so we moved him to the top of the list for January. Betty asked for thoughts on what to do in these scenarios and opened up for comments.
  - Carolina- Asked for clarification, if it is an even number of committee members plus Betty. Betty checked on that. Carolina clarified that she asked Betty to break the tie for this particular case. She suggested, in the event of a tie, we can use the committee chair to break the tie or if the committee should find a different solution and opened the floor to ideas.
  - David- He felt that is how most organizations work. Doesn't see any problem with committees working the exact same way.
  - Ashley – agreed, especially if not voting in the initial vote. Even if there is an odd number of members, won't always keep from a tie. Want to have a guideline in place in case it happens again.
  - Carolina – we have to have something for future situations to prevent not proceeding.
  - Ashley – hope is that we have a large pool to work from and choose from. Ties are more likely, just need to have a guideline and in this case, what they did was reasonable and expected in committees traditionally.
  - Betty – there are five members, but it came back even during the vote.
  - Carolina – asked Betty how she felt about having the committee chair vote in the event of a tie.
  - Betty- She felt this would be fair and reasonable.

- Everyone voted in favor. Betty will proceed with that clarification on our guidelines.
- Betty said more information to follow. President's office wants to complete EOM for November before doing December.
- **Treasurer & Scholarship (Ashley)**
  - November report new charges was read aloud.
  - Betty motions to approve, Berlin seconds. Vote approved.
  - December report- Transferred from Designated in the amount of \$3290.00 was on the BSR. Still shows up as the original budget when they opened the account for the fiscal year. Not sure if that happened previously. She isn't sure where that came from and she will reach out to the Budget office for clarification.
  - Carolina looked up last year's report and on September 1<sup>st</sup>, we received the same amount. She said this is probably a yearly income for the beginning of the year for operations. Ashley said she feels that is what it is, but that it is weird that it only says designated, and on 11/15. She wants more information, as she doesn't have any. Carolina mentioned the date gets her attention, as they are different. Ashley said she is unsure of when it showed up. Betty mentioned that Shelly McCune can help with that. Ashley asked if it was part of the set up for the fiscal year, why didn't it show up at the beginning. Betty mentioned it could take a while to show due to calculations.
  - Betty noticed a discrepancy on the report, saying contribution instead of a takeaway, and Ashley edited it and re-sent everyone the updated report.
  - Candice motioned to approve, Berlin seconded. All in favor.
- **Staff Appreciation & Events (Ronnie)**
  - Ronnie- Ugly Christmas Sweater food drive. Winner was Mary Hiner! She received a \$50 gift card to Texas Rose Steakhouse. Also had prizes for second and third place.

- 50 people came by, he was hoping for a better turnout. Not many people were on campus and the warmer weather did not entice people to come get free hot chocolate.
- The food donations will be distributed to Snack Pack 4 Kids and Freedom Fellowship. They have until the end of the week to donate food at the Amarillo Center. Ronnie will also run hot chocolate up to the Amarillo Center next week.
- Shout out to Dane, who created the graphic, Ashley sent out the ad, and Sonya wrapped the boxes.
- **Spirit Committee (Candice)**
  - They have been talking about an event for Valentine’s Day rather than Christmas since they can’t do anything for the Christmas party. They plan to meet as a committee in January.
  - Carolina- Coordinate with Ronnie because they typically do “I Caught You Caring”. Maybe they should collaborate so they are on the same page.
- **Professional Development (Jeff)**
  - Still sending Birthday day messages to staff.
  - In charge of Gallery of Excellence now.
- **Communications & Outreach (David)**
  - Member Mondays.
  - Starting back up with “Did you knows”
  - Keeping website working.
  - Working on the Christmas video. Some have sent the videos already. Please send if you haven’t already, you can just say the words. Due to David **Monday by Noon** so he can work on it.
- **Election Committee (David)**
  - Nothing new to report.

▪ **New Business**

▪ Any New Business from the Floor?

- Ideas for something to do for Christmas? A Christmas Parade. 3 or 4 people from the group could carry a sign around campus that reads Happy Holidays. Walk around campus and hand out chocolate bars. We could use stickers from last year, the ones we put on the photos
  - Plan of action-Add stickers to candy, get Bucky to show up, and hand out candy. Maybe next week we can create some cheer.
  - Darcy loves the idea. David will do it and wear sweater and elf ears. Ashley is open to doing that. Carolina said it doesn't have to be everyone, but if we could have a few groups, that would be great.
  - Carolina- She will send out a Doodle poll to see what day and time works best for everyone. She will also check with Bucky. Maybe do it 16-18 for dates and times. We can divide and conquer to do it in a simple manner and fun way.
  - Ashley – What about doing something when everyone returns back to campus too? Welcome back. Same thing when they head back to campus.
  - Carolina will coordinate the event with everyone by email since our next meeting will be after classes start again.
  - Carolina asked to be on the lookout for an email to plan, and she will check with Bucky and encouraged anyone to join. Carolina will look for stickers.

▪ **Announcements**

- Buffs at work will have their 1<sup>st</sup> virtual coffee break at 2 PM on the 11<sup>th</sup> of Dec. They have it scheduled for every week until 2021.
- Beth's EOM reception at 11:30 Monday.

- Carolina opened the floor for any other announcements.
- **Carolina is very appreciative of all we do. Happy Holidays and thanks for everything!**
- **Adjourn** – meeting called to a close at 3:16 PM.

<i>2019-2020 Staff Council Member</i>	<i>Term</i>	<i>EEO Category</i>	<i>Present</i>	<i>Attended Since July 2020</i>
Betts, Abigail “Abby”	2022	EEO 3	N	5
Broughton, Kendra	2021	EEO 5-7	Y	6
Castagnetta, Tamara	2021	EEO 3	Y	6
Copelin, Candice	2021	EEO 3	Y	6
Eller, Ashley	2021	EEO 4	Y	5
Ellis, Sandra	2022	SSC	Y	6
Ferrara, Barbara	2022	EEO 5-7	N	3
Flatt, Kenneth	2021	SSC	Y	5
Galloway, Carolina	2021	EEO 1	Y	6
Glenn, Dane	2022	EEO 3	Y	6
Green, Ryan	2022	SSC	Y	6
Hall, Ronnie	2021	EEO 3	Y	6
McIntosh, Berlin	2022	EEO 4	Y	5
McMeans, Zach	2022	EEO 3	Y	6
Melcher, Dana	2021	EEO 1	Y	4
Reid, Leo	2022	EEO 1	N	5
Riggs, Cindy	2021	SSC	Y	6
Stocker, Betty	2021	EEO 3	Y	5
Sulik, Jeff	2021	EEO 1	Y	3

Webber, Darcy	2022	EEO 3	Y	4
Wilson, David	2020	EEO 3	Y	6
Yildirim, Taryn	2022	EEO 4	Y	6