



SYSTEM STAFF COUNCIL

Staff Council Minutes

Meeting Date: October 5, 2022

Start/End Time: Started at 1:43pm; Adjourned at 3:21pm

Location: MCB 124 & WebEx

Attendance: Keith Benton, Debbie Bugenhagen, Dominic Dertatevasion, Cathy Edwards, Dayla Hall, Lori Hayes, Kate Pharr, Megan Smidt

Other guests in attendance: No other guests in attendance

Approval of Previous Meeting Minutes: approved

Approval of the Meeting Agenda: approved

Committee Updates:

- EOQ Committee (Kate Pharr)
 - October 27th at 9am – Chikfila for breakfast – Megan will order Chikfila and have it delivered; Megan/Jennifer will send out invite
 - An employee has asked if they can nominate themselves. Rules do not prevent them from doing so. Cathy will ask Josie if this is ok or if we need to change the rules.
 - Yearend service awards - \$700 less on frames this year; Kate needs to know date in order to make certificates; Staff Council will pay for end of year gifts with our budget
- SECC update (Lori Hayes)
 - Picnic is October 28th
- TAMU Staff Council Update (Cathy Edwards)
 - Cathy brought up a concern with our council having a liaison that attends the TAMU Staff Council. She has been to two meetings so far and does not feel it is a good use of her time. Their meetings are focusing on THEIR staff, which has very different needs than ours. Cathy will discuss with Josie and get back to the council. Cathy is proposing we still have a liaison so if we need to ask for ideas on a specific event/committee, the liaison will still be that point of contact. Everyone was in agreement with this.

General Business:

- **Staff Council Member Vacancy** (Lori Hayes and Megan Smidt)
 - We all agree we need to fill the vacant spot. We will all give applications to people we think might be interested.

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- Dayla will send out another email asking for applications.
- **Budget** (Dayla)
 - The amount of \$76,600 was given to us for our budget. Used to be \$16,000~
 - With budget brought forward from last year, our balance right now is \$77,184.26
 - Scholarship balance \$6589.48
 - Brass Ring Scholarship Fund \$15,632.10
- **TEAMS Update** (Dominic Dertatevasion)
 - IT won't give us TEAMS account
 - SLACK will be used for communicating
 - Dominic will send instructions if we need to get this program
 - All files from the KDrive will be put into One Drive
 - Debbie will move all files and each of us can pull files out that we need. All other files will remain in the archive folder.
- **7th Floor Meeting Update** (Lori Hayes and Megan Smidt and Dominic Dertatevasion)
 - Calendar was approved
 - January Annual Meeting at CIR; 2nd week of January
 - Staff week 2nd week of April
- **Custodian Appreciation Day** (Lori Hayes)
 - Gifts – wreaths at Kirklands – Cathy getting these and thank you notes; Megan getting flowers
 - Food – Cathy picking up tacos; Lori getting Blue Baker
 - Tables – We will all meet downstairs to help set up tables at 8am on Friday
 - Cathy to talk to Stephanie if Chancellor will do opening remarks.
 - If Chancellor not doing opening remarks, Debbie or Dayla will do it.
- **Scotty's House Stars** (Debbie Bugenhagen)
 - 15-20 families (25 stars for the kids)
 - Items for families can be gently used items or new items
 - New items for the kids
 - Nothing wrapped
 - Info will be sent to Debbie on Nov 14th and we need to have all items back to her by Dec 7th
 - To promote more participation, we will hand deliver stars to each department
 - 14th – everyone who can help Debbie distribute
 - Gifts due on Wednesday, 7th
 - We shop on the 8th if any money came in
- **Softball Game for Employee Event** (name)
 - Cathy has contact for Softball and will check on this
- **Future Meetings** (name)
 - Wednesday, November 2nd 2022 1:30-2:30 MCB 124

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- **Other Discussion Items**

- Flywire – Cathy will take this over and create an account for Staff Council
- Ask Josie if we want to purchase a card reader \$200.00

Action Items

- Megan order Chikfila for October 27th – ask if can be delivered
- Megan or Jennifer will send out invite for EOQ/End of Year Awards on October 27th
- Cathy will ask Josie about an employee nominating themselves for EOQ
- Cathy to check on status of liaison attending TAMU Staff Council
- Dayla will send out email asking for applications for Staff Council vacancy
- Debbie will move KDrive files to One Drive
- Cathy will get gifts and thank you notes for custodians
- Megan will get flowers
- Lori getting Blue Baker for custodian breakfast
- EVERYONE meet on 1st floor on Friday to set up for breakfast
- Debbie or Dayla to do opening remarks if Chancellor Sharp does not do them (Cathy is asking Stephanie if he wants to do opening)
- Debbie will let us know around Nov. 14 when she needs help distributing Scotty's House Stars to each floor.
- Cathy will set up Flywire store.
- Cathy will check on cost of Softball Game...possibly in the Suite?
- Cathy and Josie working on possibility of getting discounted price for Hall of Champions for Annual Meeting

Closing Comments and Adjourned at 3:21

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