

Staff Council Minutes

Meeting Date: February 8, 2023

Start/End Time: 1:30pm / 3:33pm

Location: MCB 122

Attendance: Debbie Bugenhagen (online), Dominic Dertatevasion, Cathy Edwards, Lori Hayes, Jennifer Marinari, Keith Benton (online), Dayla Hall, Megan Schmidt, Andrew Barnes, Kate Pharr, Carla Krystyniak

Other guests in attendance: None

Called to order at 1:37pm by Lori Hayes.

Previous Minutes Approved – Motion made by Dominic Dertatevasion and seconded by Carla Krystyniak.

Today's Agenda Approved – Dominic Dertatevasion and seconded by Megan Schmidt.

General Business:

- **After Meeting Action Review** (Lori and Megan)
 - Stage bigger so recipients could take pic on stage
 - Food ran out on one side – probably due to last minute RSVPs
 - Put something on invitation regarding importance of RSVP for us to get enough food
 - Ran out of silverware and took them awhile to replenish – mention this to them prior to next year's meeting just so they are aware
 - Put something on invitation regarding handicap parking, if needed
 - Suggestion – have music playing in background
 - Next year:
 - have Billy Hamilton do a "year in review"
 - Other people talking about things happening in The System
 - Celebrating employee success/accomplishments
 - After ceremony allowing teams to take group pics
 - Slideshow of employees pics/videos or coworkers talking about the winner
 - Ask Chancellor to talk about the person before saying the name to have some suspense.
 - Make it a true annual meeting – announce upcoming events
 - Josie mentioned that we all looked nice, and it was very apparent that we wanted it to go well, and we wanted to be there.
- **Annual Picnic** (Lori and Megan)
 - Tuesday, April 11, 2023
 - Time: 6-8pm
 - Setup: Staff Council arrives at 2pm to begin set up
 - Location: Veteran's Park
 - Megan will reserve the venue and make sure no other activities are going on
 - Silent Auction: Lori in charge of this; Carla will shadow
 - Triplicate forms for bidding sheets will be used this year
 - Cathy work on Flywire Store being option for payment

- Activities:
 - Reveille-Carla will set this up
 - MarCom photographer-Kate will secure the photographer
 - Aggie Wranglers – kid group and/or the college group- Jennifer will inquire about this
 - Bounce House and extra tables – Carla will secure this
 - Can we have a drink (alcohol) truck? – Megan will check on this
 - Food vendors – make sure we have drinks for kids; vegetarian options;
 - Cathy will talk to food trucks about burgers and hotdogs, chips, dessert, tea, lemonade
 - We will supply water
 - Make sure to invite custodians at same time we invite employees
 - Clown/balloon animals – Megan will check on this
 - Student Volunteers (maroon coats and high school) – Dominic will set up
 - DJ – Megan will inquire about this
 - Door Prizes – fewer door prizes and call them the first hour;
 - Chancellor donates a lot of bags and other things – Cathy will gather these items
 - Plants for centerpieces – Debbie will get these
 - Days off – Cathy will talk to Josie about the days off
 - Cane's gift cards (125) – Debbie will get the cards
 - Chik-Fil-A – Lori (if more are needed)
- Dominic creating a spreadsheet to track all action items
- Gifts:
 - Monday – gifts – Lori checking on lapel pins; Jennifer check on portfolio/laptop case
 - Tuesday – picnic
 - Wed/Thursday – each team/department plans their own team building activity/luncheon
 - Friday – ice cream social – to be discussed in March
- **Profit Shares - (Cathy)**
 - Share Dates with Josie
 - Cathy will send calendar invite and menu
 - What's the Deal BBQ – March 8th 11-2pm
 - Sweet Pops Kettle – Feb 22nd 11-2pm
 - Several other food trucks to be scheduled in coming weeks
- **Bombers** – Cathy will contact and set up; Copy Carla
- **Budget report –**
 - \$52,971.04 budget (venue from annual meeting not paid for yet)
 - Bombers game, picnic, Chancellor lunch on lawn still needs to be paid for
 - Scholarship fund is higher than it has been – we need to utilize that
- **Egg Your Office Fundraiser - (Carla)** – to be discussed at next meeting
- **Go Texan Day dress up** – for March 2nd independence day. Boots and jeans, western ware; Hats? – Cathy ask Josie
- **Bring your pet to work day** – Cathy ask Josie

- Questions/Discussion
 - Shadowing
 - **Treasurer** – Dominic will shadow just to be aware of the budget
 - **Scholarship Fund** – Keith will shadow Debbie
 - **EOQ** – Carla will shadow Kate

Meeting adjourned at 3:33pm