



Staff Council

## THE TEXAS A&M UNIVERSITY SYSTEM

### Staff Council Meeting Minutes

Meeting Date: August 9, 2023  
Start / End Time: 12.00pm / 2:00pm  
Location: MCB 122

**Attendance:** Debbie Bugenhagen, Dominic Dertatevasion, Cathy Edwards, Lori Hayes, Megan Schmidt, Andrew Barnes, Jennifer Marinara, Meredith Fox, Pamela Luckenbill, Sean Ray, Ashley Scott, Lynette Shimek, Jiying Yu

**Guests in Attendance:** No other guests in attendance

**Called to order at:** noon by Lori Hayes.

**Approval of Previous Meetings Minutes and Today's Agenda:** Megan Shmidt made a motion to accept. Jennifer Marinara seconded that motion. All in favor.

---

Welcome new members and introductions were made during lunch.

- Meredith Fox – ITSS
  - Pamela Luckenbill – OIT – FAMIS
  - Sean Ray – FP & C
  - Ashley Scott – OIT/ITSS
  - Lynette Shimek – Office of the Chancellor
  - Jiying Yu – SOBA
- 

EOQ – August 14, 2023 @ 9am – *Carla Krystyniak*

- Food has been ordered and will be delivered Monday morning
  - OJ is in 2<sup>nd</sup> floor refrigerator
  - Members will meet at 8:15am on Monday to help set up
  - Carla has awards and scripts
  - Carla has asked Edwin to set up tables for food
  - Cathy will bring tablecloths
-

- Billy Hamilton will make remarks and announce awards in Chancellor Sharp's absence
- 

#### Treasury Report – *Andrew Barnes*

- \$21,168.60 - a few outstanding expenses
  - \$8,668.60 - Scholarship fund
  - The council is feeling good about the amounts in both funds.
- 

#### Recognitions & Farewell to Members – *Lori Hayes*

- Lori handed out recognition plaques to all members
  - Members recognized each other's accomplishments
  - Members rolling off of the council gave advice for the upcoming year.
- 

#### Review FY24 Calendar

Andrew Barnes made a motion to approve the FY24 calendar. Debbie Bugenhagen seconded that motion. All members agreed.

---

#### Schedule FY2024 Meeting Dates & Times

- 2<sup>nd</sup> Wednesday of each month from 3-5pm
  - Cathy Edwards will send invites and reserve the meeting rooms
  - Cathy Edwards will set up a meeting with Josie Wytaske and Billy Hamilton
- 

#### Vote on Officer Positions

- Chair/Co-Chairs
    - Dominic made a motion for Cathy Edwards to be Co-Chair. Andrew seconded that motion. All in favor.
    - Cathy made a motion for Dominic to be Co-Chair. Sean Ray seconded that motion. All in favor.
  - Vice Chair
    - Cathy made a motion for Lynette Shimek to be Vice Chair. Dominic seconded the motion. All in favor.
  - Secretary
    - Dominic made a motion for Ashley Scott to be secretary. Lynette seconded that motion. All in favor.
-

- Treasurer
    - Jennifer Marinari made a motion for Andrew Barnes to be treasurer. Lynette seconded that motion. All in favor.
    - Jiyong will shadow Andrew this year and the plan will be for her to be treasurer next year.
- 

#### Assign Committee Chairs/Co Chairs

- EOQ – Carla Krystyniak
    - Meredith will shadow and help Carla this year and be committee chair the following year.
  - Annual Meeting – Cathy / Dominic
  - Scholarships – Keith Benton
    - Jiyong will shadow and help Keith this year and be committee chair the following year.
  - Apparel Sales – Carla Krystyniak
    - Sean Ray will shadow and help Carla this year and be committee chair the following year.
  - Staff Appreciation Days/Events - Cathy Edwards
    - Pam Luckenbill will shadow and help Cathy this year and be committee chair the following year.
  - Custodian Appreciation Day - Cathy Edwards
    - Lynette Shimek will shadow and help Cathy this year and be committee chair the following year.
  - Profit Shares/Fundraisers - Cathy Edwards
    - Sean will shadow and help Cathy this year and will be committee chair next year.
  - Tree Decorating - Lynette Shimek
  - Scotty's House – Dominic Dertatevasion
    - Meredith will shadow and help Dominic this year and be committee chair the following year.
  - Picnic – Cathy/Dominic
  - Silent Auction – Carla Krystyniak
    - Pam will shadow and help Carla this year and be committee chair the following year. (All members help with the silent auction.)
- 

#### Hand out name tags

---

#### Other Business

- Dominic will give new members Share Drive access, email access.
  - Cathy will talk to Edwin about getting a working key for the storage closet.
  - Lori Hayes will update the website and get access to WordPress for Cathy and Dominic.
-

- Cathy will get Flywire access for Dominic, Lynette, Jiying.

#### Adjournment

- Dominic made a motion to adjourn the meeting. Andrew seconded that motion. All in favor.

**Next Meeting:** Wednesday, September 13, 2023  
3:00-5:00PM  
Room TBD

#### **To Discuss at Next Meeting:**

- Ideas for employee perks

Example: Discount for membership to Pebble Creek Country Club

- Having standard forms for each event/activity that we do so it is easier to pass things along to new members
- Clean up the share drive