



Staff Council

## THE TEXAS A&M UNIVERSITY SYSTEM

### Staff Council Meeting Minutes

Meeting Date: October 11, 2023  
Start / End Time: 3:10 pm / 4:38 pm  
Location: MCB 124

#### Attendance:

✓	Cathy Edwards	✓	Pamela Luckenbill	✓	Lynette Shimek
✓	Andrew Barnes	✓	Sean Ray		Jiying Yu
✓	Keith Benton (Teams)	✓	Carla Krystyniak		
✓	Meredith Fox	✓	Ashley Scott (Teams)		

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

**Called to order at:** 3:10 pm by Cathy Edwards.

**Approval of September 13, 2023 Meeting Minutes and Today's Agenda:** Carla Krystyniak made a motion to accept. Andrew Barnes seconded that motion. Motion passed.

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#### Custodian Appreciation Day – Cathy Edwards

- The event went well; discussion about ideas for next year's gift.
- Cathy and Lynette will work on a document outlining process for this event.

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#### Committee Updates

- **Scholarship Committee – Keith Benton (Jiying Yu)**
  - November 9<sup>th</sup> is application deadline.
  - Sending out request for applications at the end of this month.
  - Pamela Luckenbill gave update on subfolder; will require a filter instead of alias email address. All responses will filter into the Staff Council subfolder that will be created.
- **End of Quarter Committee – Carla Krystyniak (Meredith Fox)**
  - The date of meeting is October 30, 2023 at 9 am. Staff Council will meet at 8:15 am to set up.
  - Carla Krystyniak will email checklist. Cathy Edwards and Lynette Shimek will order food.
  - Pamela Luckenbill will make updates in Wordpress and download list (process previously preformed by Lori Hayes).

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#### Other Discussion Items - Cathy Edwards

- **Feedback Box** – first floor

- Received 2 comments. Cathy will send out Staff Council email reminding about the feedback box and addressing the 2 submitted comments.
- **Additional Member to replace Dominic Dertatavasion**
  - Staff Council currently has 2 open positions. Committee voted to open submissions to fill these 2 positions to have a total of 12 representatives.
- **Jersey Day**
  - Cathy will send out system-wide email to include all TAMUS employees for Jersey Days.
  - Committee discussed email lists (who is included on each list) and who all should receive emails depending on event. Discussion was tabled to discuss further.
- **Profit Share Updates** - Currently no food trucks because of SECC; will start in November.
- **Perks for local system employees**
  - Discussion about possible ideas for perks such as local golf courses and movie theaters.
  - Cathy will research the total number of TAMUS employees and bring back next meeting to finalize the list of vendors to contact.
- **Website Updates – Pamela Luckenbill**
  - Pamela is updating the website to add links and menu and changing downloads to pdfs.
- **Feedback Survey – Pamela Luckenbill**
  - Pamela will work on a draft feedback form to have for committee review in November.
- **Staff Council Liaison**
  - Cathy informed committee about Staff Council Liaison role with the TAMU Staff Council and TAMUS members group.
- **Restock closet with paper goods** - Cathy will restock closet.

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**Annual Meeting – Cathy Edwards (Lynette Shimek)**

- Thursday, January 11<sup>th</sup> at Hall of Champions
- This is a busy day for committee, so Cathy asked that all members be prepared to assist all day.
- Cathy will order food and tables.
- Carla oversees EOQ.

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**Spring Picnic and Silent Auction – Carla Krystyniak (Pam Luckenbill)**

- Tabled until next meeting.

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**Treasury Report – Andrew Barnes**

- \$32,700 in account and \$8785 in scholarship fund account.
- Expect to have \$60,000 added next week.
- Flywire update – Andrew, Cathy and Jiying have been added.

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**Fall Apparat Sale – Carla Krystyniak and Sean Ray**

- Start November 1<sup>st</sup>. Cathy will contact Carla and she will email details.

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**Scotty's House – Cathy Edwards and Meredith Fox**

- Scotty's House will start in November.
- Cathy will create spreadsheet (by floors at MCB); each floor will have a representative.

- All items due early December. With any monetary donations, committee will shop for gifts.
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#### **Other Discussion Items**

##### **Tree Decorating**

- Committee discussed council decorating vs all employees decorating.

##### **Gingerbread Decorating Contest and Ugly Christmas Sweater Contest**

- Cathy will ask for approval for new event.
- Cathy and Lynette will work out logistics.
- Pamela will research gingerbread kit prices.
- Meredith will research award/trophy options.
- Event: give each department a gingerbread kit to prepare for contest on day of event. Departments must use the kit but can add to it as they would like. Possibly 3 awards will be given for gingerbread houses and 1 for the Ugliest Sweater.

##### **Next Staff Council Meeting**

- Next meeting time changed to 10 am – 12 pm.

##### **Adjournment**

- Cathy made a motion to adjourn the meeting. The meeting ended at 4:38 pm.

##### **Next Meeting:**

Wednesday, November 8, 2023  
10:00 AM - 12:00 PM  
Room MCB 122