



Staff Council

THE TEXAS A&M UNIVERSITY SYSTEM

Staff Council Meeting Minutes

Meeting Date: November 9, 2023
Start / End Time: 3:06 pm / 4:25 pm
Location: MCB 124

Attendance:

✓	Cathy Edwards	✓	Meredith Fox (Teams)	✓	Carla Vogel
✓	Andrew Barnes	✓	Pamela Luckenbill	✓	Wes Wynn
✓	Keith Benton	✓	Sean Ray	✓	Jiying Yu
✓	Kathleen Colt (Teams)	✓	Ashley Scott		

Guests in Attendance: No other guests in attendance

Called to order at: 3:06 pm by Cathy Edwards.

Approval of October 11, 2023, Meeting Minutes and Today's Agenda: Andrew Barnes made a motion to accept. Keith Benton seconded that motion. Motion passed.

New Member Vote – Cathy Edwards

- Called for vote to accept 3 new members: Kathleen Colt, Carla Vogel and Wes Wynn.
- Andrew Barnes made a motion to accept. Keith Benton seconded that motion. Motion passed.

Elect new Co-Chair, Vice Chair – Cathy Edwards

- Cathy asked if any members would like to volunteer for Co-Chair and then nominated Pamela Gentry. Cathy Edwards made a motion to accept. Keith Benton seconded that motion. Motion passed.
- Committee discussed possible nominations for Vice Chair position. This was tabled for further discussion.

Treasury Report – Andrew Barnes

- Annual budget was adjusted to \$40K so beginning FY24 budget was \$72,786.46.
- Total Scholarship is \$8,829.51 with an expected deposit of \$10,639.63 from the Chancellor's Century Council to match our fundraising efforts.

Technology Update – Pamela Luckenbill

- Website has been updated. Pamela asked members to review and let her know if you see anything that needs to be corrected.

- Feedback form previous issues of being incorrectly used for HR specific requests. Cathy will revise with verbiage and then Pamela will turn the link back on.
- Pamela informed the committee that there is an existing feedback form. She will send out to the committee to review and then once approved, she will post on website for use.
- Pamela will add all new members to SharePoint and email; will provide overview to new members of all information and access at next meeting.

End of Year Awards & Year End Service Awards Committee – Meredith Fox/Cathy Edwards

- Date of event – January 11, 2024
- Meredith and Cathy will begin to work on details.

Scotty's House – Cathy Edwards

- Cathy expects to receive the stars (7-8 families) this week.
- Scotty's House will provide a list of items each family needs.
- Each location or floor in MCB will have a designated member that will collect items. If cash is donated, members must purchase items as no cash is to be donated to Scotty's House.
- Expect deadline around December 5th but will provide date once finalized.
- Pamela and Keith will work to develop an IT solution for the tracking of items requested vs items received to provide visibility and mitigate duplicity.

Profit Shares – Cathy Edwards

- Couldn't schedule during September or October due to SECC fundraising.
- Cathy will begin scheduling this month.

Gingerbread House/Ugly Sweater Competition

- Timeline:
 - Send out info and request for interest with deadline of Wednesday, November 22nd.
 - Friday, December 8th – Council will deliver gingerbread kits to departments.
 - Thursday, December 14th – Teams bring houses to 1st floor of MCB for judging.
- Rules: must incorporate all elements from the kit and any additional elements must be edible.
- Two winners: Best Gingerbread House (popular vote) and Grinch House Award (least voted)
- **Ugly Sweater Competition and Award** – to be judged the same day/time by Billy Hamilton.

Scholarship Committee – Keith Benton (Jiying Yu)

- November 9th is the application deadline.
- Have received 4 applications; Selection committee will review and decide on recipients and scholarship amount and bring to Staff Council for approval.

Tree Decorating – Cathy Edwards

- Tuesday, November 21st at 10 AM – whomever is available are welcome to meet in front lobby at MCB to help decorate.

Fall Apparel Sale – Sean Ray

- Three more days left until the sale ends. Profit-share where we receive about 10% of sales.
- Moving the sale online has boosted sales and ease of event.

Other Discussion Items - *Cathy Edwards*

- **Manual and Event Sheets**
 - Cathy and Ashley are working on creating a Staff Council Manual and Event Sheets to document council activities and processes.
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Adjournment

- Cathy made a motion to adjourn the meeting. The meeting ended at 4:25 pm.

Next Meeting:

Wednesday, December 13, 2023
3:00 PM – 5:00 PM
Room MCB 122