



SYSTEM STAFF COUNCIL

Minutes: August 31, 2021

Minutes Agenda

Attendance: Alicia, Aubrey, Joan, Chelsey, DaNeetra, Debora, Gale, Jennifer, Lori, Sallie, Jennifer, Kate, Lori, missing Dayla Hall, Glenda, Nathan

Aubrey introduced all members in attendance and provided brief summary of positions that were vacant.

Member Feedback Items

- Discuss any items from the feedback box. Aubrey and new chair will schedule a follow-up meeting to discuss outstanding items and overall process
 - Discussed process and how the items were taken to Billy for action if needed. It is checked by the Chair prior to meetings.

Officer Reports

- Chair's Report (Aubrey Craft)
 - SC Achievements this year:
 - Staff appreciation gifts (not done for FY 2021)
 - Annual meeting – held virtually in January
 - Successful volunteer solicitation
 - Magic Show fundraiser
 - Brazos Valley Bombers Game
 - Coffee truck and Pastries (follow up with 7th floor to verify no conflict)
 - Scotty's House gift donation
 - We hoped to achieve, but weren't able to:
 - Picnic
 - Silent Auction (still have items for silent action, suggest do online auction)
 - Meeting with other staff councils
 - Mid-year report
 - Implement Breakfast with Billy idea (from last year)
 - Staff appreciation Week (massage chair from last year)
 - Spring apparel fundraiser
 - Summer treat Event
 - Virtual talent show event
- Vice Chair's Report (vacant)
- Treasurer's Report (Glenda Rogers)
 - We'll finish the year with about \$800 unspent in our operations account.

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- We raised \$84 from Magician Fundraiser, but with matching Texas A&M Foundation donation, we were able to pay out \$1, 098 to six recipients
- Secretary's Report (Alicia Meza)
Had been left off initial agenda
Food Bank fundraiser – wanted to do
Staff breakfast – item completed

Committees

- Scholarship Committee's Report (Nathan Ciomperlik)
 - Administration of staff scholarships in Fall and Spring semesters
 - Deep-dive into scholarship process
- EOQ Committee's Report (Joan Muniz)
 - 4 EOQ's, 1 SOS, 2 OESA awards presentedWill need to send out request for EOQ immediately along with a request to Communications for someone to take pictures. There will be no student of the quarter at this time.

Aubrey has a task list of what happens and when it has to happen to be used as a guideline and she is available to help.

General Business

- Exiting members, what feedback would you like to provide for the benefit of the new council?
 - Recommend conducting an assessment on whether staff understands what we do
 - Make an effort to get to know each other (e.g. retreat)
 - Take-on more fundraising initiativesIf we do an in person meeting Adam Davidson suggested RELLIS Academic Complex, with 185 seat capacity
When we do the EOQ awards, take plates off the plaque and get them engraved at that time so we don't get behind ahead. EOQ is done by Awards and More and TimeWorks does the EOY award. Joan has gift certificates from last year, vendors would need to be contacted to see if they would be honored. Also items from lost and found from Easterwood Airport are items that can be included in our silent auction.
- Get to know one another
- Does the staff know what Staff Council does, possibly send something done
- No fundraising during SEC fundraising – 2 month period (Sep-Oct)
- 7th floor loves communication with Staff Council, reach out to Josie to run ideas by her, especially the Breakfast with Billy (cc Josie and Stephanie)

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- Dismissal of exiting members
- Questions
- Dismissal of Chair – available to meet with new chair (recommended agenda items for the new council)
- Introductions
 - Returning Members
 - Alicia Meza (SEA)
 - Gale Hoelscher (FP&C)
 - DaNeetra Walker (RELLIS)
 - New Members
 - Jennifer Marinari (FP&C)
 - Chelsey Michalsky (Workday Services)
 - Debbie Bugenhagen (Internal Audit)
 - Lori Hayes (Workday Services)
 - Dayla Hall (General Counsel)
 - Kate Pharr (General Counsel)
- Vote to elect officers

Co-Vice Chairs	Chelsey/Jennifer
Treasurer	Gale
Secretary	Lori
Scholarship Committee Chair	Debora
EOQ/EOY Committee Co-Chairs	Jennifer/Gale
A&M Council Liaison	Alicia
- Set Goals (e.g. fundraising, events, initiatives)
Not discussed at this time

Closing Comments/Additional Discussions

Chelsey has ideas to make communication easier and make it accessible, will meet with IT to see what can be done. A slack channel will be set up so that we can exchange instant messaging. Lori will handle setting that up. Chelsey and Jennifer will discuss meeting times and locations. There are conference rooms available on other floors that may accommodate the entire council. Will try to set up a lunch as a way to get to get to know each other.

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