



Staff Council

THE TEXAS A&M UNIVERSITY SYSTEM

Staff Council Meeting Minutes

Meeting Date: March 19, 2026

Start / End Time: 3:00 pm / 5:00 pm

Location: MCB Building, Rm 124

Attendance:

✓	Lewis Benford	✓	Matthew Hanel	✓	Stephanie King		
✓	Miriam Brown	✓	Beto Heredia	✓	Matt Pierce		
✓	Isabel Campos	✓	Fred Hirt	✓	Shyamala Rajagopalan		
✓	Leigh Cherry		Kaylee Lewis	✓	Mandy Stark		
✓	Massey Fowler	✓	Dawn Kerstetter	✓	Mandy Vance		

Guests in Attendance: No other guests in attendance.

Call to order at: 3:04 pm by Miriam Brown.

Meeting Minutes – Approved by Fred Hirt

Treasurer's report – Budget was reviewed and discussed along with the proposed remaining budget.

Apparel Sale – Discussion of possible spring/summer sales to be set up.

Annual Picnic/Staff Appreciation Week –

Staff Report for gifts – During the prep meeting on 3/31, each staff council member will receive a portion of the employee location list, in which they will be responsible for distributing gifts (whether in person, by department, mail, etc.)

* Note: It was discussed in email to attach a “Thank You” message on each of the gifts. I found this from last year [Gift Tag.pdf](#) **Does anyone have a recommendation of how to “tie” this message onto the sunshade??**

* Note: Fred, Matt P., Leigh, Dawn, & Massey picked up their department's gifts (without the thank you tags). Shyamala mentioned picking her group up today (3/20).

*GIFT DISTRIBUTION on Monday, April 6th! All SC Members

Picnic Venue – Legends Event Center: Mandy S. and Isabel are coordinating with Elena Gray to confirm the contract is/will be signed by Tuesday, 3/24/26, and to SO Procurement (Zimmerman) for final execution **by Friday, 3/27. Items to confirm/discuss with**

Legends: SC members' arrival at 2:00 pm to begin setup; event cleanup/closing time; DJ

for announcing; speakers for turf and outside; security person at picnic entry; arcade cards; bartender (cash bar) to include sodas; event layout (map of room/tables);

Picnic Food – Mallett Brothers (fajitas, dessert, drinks) – **Isabel** is coordinating with Casey (mbbbq@yahoo.com) **to confirm:** arrival 4 pm (?) & serving time 6:00 pm -7:30 pm; extra drink setup (self-serve in seating room?) prior to food service; confirm contract executed **by Friday, 3/27**. Final attendee count due from Leigh on 3/31 to pass along to Mallett.

Picnic Silent Auction – **Massey and Dawn** have/will create display signs for each auction item & create/confirm the triplicate bid sheets for each item. Miriam has a file box to pass to Massey/Dawn. A list of items will be emailed **by Friday 3/27** so Leigh can include it as a “sneak peek” in the reminder email. Massey will investigate how best to close up the silent auction (and we will follow whatever method he determines is best!) 😊 Silent auction opens @ 5:30 pm and closes @ 7: XX(?) pm. Massey, **Matthew H., and Lewis** will confirm **Flywire** (with a QR code link) via a test run **by Friday, 3/27**. Once the QR code is confirmed working, they will create a printout to include a note that there will be XX% tax added to the purchase.

Picnic Reminder & final RSVP email – **Leigh** will send the final RSVP email **the morning of Monday, 3/30**, which will include: RSVP link (closes at EOD 3/30); event schedule; pre-registration pick-ups on Thursday, 4/2; 4 pm dismissal on Tuesday, 4/7; sneak peek silent auction; and whatever else Leigh has on her list. (Random thought probably not related to the email.... it might be cute to get a photo of all the cars with their new sunshades in the windshields)

At EOD Monday or Tuesday 3/31, Leigh will forward RSVP results to SC membership & Isabel will pass along attendee count to Mallett Bros.

Picnic staff appreciation speech & EOQ award presentation– **Mandy S.** will coordinate with 7th floor to confirm who will present the EOQ awards and possibly say a few encouraging words to the attendees and maybe an appreciation message regarding the successes of the System members is directly tied to SO staff work (or however they want to speak to staff appreciation), mention of the purpose of silent auction – money raised for staff scholarships, Chancellor/Ballabina will also do a closing speech.

Ice cream social is Friday, 4/10– **Dawn** is contacting Carousel; **Leigh** is contacting Raging Bull; **Isabel** is contacting Sweet Pops. Need count/distribution to: MCB + RELLIS + Innovation + InfoTech Shared Service (Golden Corral), etc. – We need to select the vendor and get the contract/order confirmed ASAP, **no later than Friday, 3/27**

Staff Appreciation Week Prep Meeting on Tuesday, March 31st 1:00 pm-4:30 pm. MCB Rm 124. **All available SC members**

- Gift distribution setup - separate shades into group counts by department/location per report from Lewis. Print/Cut/Tie/Attach the “Thank You” tags.

- Picnic kids goody bags assembly (Canes items from Massey; 5 Below items from Stephanie)
- Silent Auction sheets & organization
- Determine door prizes for kids and adults
- Pre-Registration “packs” – wristbands, raffle tickets, nametags, RSVP check-off list for those who pick up from MCB, STEM, etc.
- Test the pop-corn machine (?)/ #working snack!!
- Wrap up any other loose ends for Staff Appreciation WEEK... picnic prep to-dos (confirm all supplies are accounted for and purchased); assign drivers/vehicles to transport all the things; ice-cream social to-dos; remind department heads to recognize staff on Wednesday 4/8 & Thursday 4/9

Scholarship Committee – Scholarship winners will be announced at the picnic.

Profit shares – Rockdale Coffee was able to cut a check for the previous coffee sale from RELLIS/MCB.

Adjournment

- No motion was made due to staff needing to leave. Meeting adjourned at 4:55 pm.

Next Meeting:

April 16, 2026
3:00 – 5:00 PM
(MCB Room # 124)