

# Monthly Meeting Minutes

**DATE:** 2.11.20

**LOCATION:** Texar UC 116

**ATTENDING:** Teri Stover, Kristy Whisenhunt, Angela Gideons, Michael Stephenson, Linda Scott, Venus Lillis, Sydney Custer, Jennifer Davis, Jennifer Willis, Dustin Nix, Emily Newsome, Jim Bynum

**ABSENT:** Brittney Stanley, Marcie Whisenhunt, Jennifer Carrillo, Ambrosia Roach, Mark Missildine, Norma McCormick

Michael Stephenson called the meeting to order at 10:05 am.

## **AGENDA ITEMS**

1. Jennifer Willis presented the minutes from the January meeting for the council to review. A motion to accept the minutes with the changes was provided by Dustin Nix and a second was provide by Jennifer Davis. Motion passed.
2. Dustin Nix provided a report from the Employee, Recognition, and Awards Committee. He provided the current employees for the birthday and workaversary recognition for the month of February. A few Staff Council members were approached about missed birthdays during the January announcement. The Council discussed the background behind the need for the survey and decided to provide another opportunity to for administrators to seek the information from their subordinates in lieu of the survey. The initial email to administrators will provide the background regarding why we cannot obtain this information from HR. Angela Gideons will take care of this process. Michael will work with Ayla in HR to receive notification of new employees. Staff Council will then send a welcome letter to the new employee and provide an email address for the new employee to use for birthday and workaversary.
3. Dustin also discussed including part-time employees in the service awards issued by HR and covered under the UP 31.01.10.H0.01. Michael will speak with Dr. David Allard, President of Faculty Senate, to gauge the Senate's desire to join the Council on a resolution. Michael will work with HR to determine how many employees will be included in this new possibility and determine the cost. This resolution, included the count of employees and cost, will be presented to PAC for approval.
4. Angela Gideons did not have a report for the Special Events Committee. She will work with Dustin on the March Staff Council Events.
5. Emily Newsome did not have a report for the Training and Education Committee.

6. Michael Stephenson provided the upcoming events for February and March. Staff Council will be compiling the flowers for Eagle Heart Grams on February 13<sup>th</sup> with delivery on February 14<sup>th</sup>. In addition, Michael discussed the need for all Staff Council members to receive Cash Handling Training. He will work with HR to have it assigned to all members who do not currently have to complete the training. The Council worked through and narrowed down the list of fun awards for the National Employee Appreciation Day/Spring Treat Truck. Michael discussed donations for Pastapalooza. He will work with Lindsey on a logo and fliers, as well as, communication in the Need to Know. He will also get the marketplace option working for payment.
7. Angela Gideons provided a report on recycling on campus for Norma McCormick. The outside recycling bins have been removed from our campus. Any items dropped in the recycling bins within the buildings is thrown away and not recycled. Michael will contact Carl Greig to find out what happened.

The next meeting is March 10<sup>th</sup>.

The meeting was adjourned at 11 am.