

**Staff Advisory Council Minutes**  
**October 25, 2018**

**Members Present:** Melanie Robideau, , Angela Welch, Mary Ronsonet, Jane Rankin, Saurabh Singh, Melissa Kuhlmann, Jamie Neff, Casey Ricketts,

**Chair Report:**

- a. **Minutes:** September minutes were approved with small changes/ Jane Rankin moved, Angela Welch seconded all were in favor
- b. **Ex-Officio:** Voted to approve ex-officio and that person will be whoever is in the position of Assistant Dean of Finance. Bylaws will be updated to reflect this change. Mary will send to the group for approval .
- c. **Dean/Staff lunch:** Jane and Casey both attended the lunch this past month.
  - **Topics of discussion were:** Heaton changes. College is building early childhood building, one year out , it is located across from Café Eccell. Child side should be open by Fall. Is a 2 story building- may put faculty and research into side without children, need to find out parameters for that.  
Talked about SAC – did not want to impose want to integrate with the college. Work together.
  - Question about lunches with the Dean did not know those were happening. Will another qualtrics be sent in the Spring?
  - Kara will be attending lunch in November has been asked to find out the projection of growth for the college.
- d. **Dean/Chair meeting :** no meeting
- e. **Meritorious Service Award – One time merit :** Suprena sent email to Mary asking for volunteers to serve on committee to select the recipients of the award.
  - Here are the volunteers for the committee: Saurab Singh, Angela Welch and Kristy Anderson, in case one of them gets nominated for the award Kara Bond will be the back up.
  - Discussion about the name – would like it changed, sounds like the president’s award.  
Maybe –recognition of service – one time merit for exemplary or extraordinary service, would be better.
  - Concern some departments will not recommend their employees. Needs to come from the top down.
  - Kudos – were discussed, hasn’t been kept up with and the comments are never sent to the employee. It provides a negative culture. Melanie will check with Carol to see if they are sent to the supervisors.

**Treasurer Report :**

- a. No expenditures.

**Representative Reports :**

- a. **Deans office** –no report
- b. **EAHR** – they have put out a department newsletter – will have their first trick or treat Halloween Costume Contest
- c. **EPSY** – student organization is having a pumpkin contest
- d. **HLKN** – have had several conferences that have gone well
  - Sport Management 1<sup>st</sup> inaugural eSport Experience at the Hall of Champions – Oct. 11
  - Sport Management Career Workshop Oct. 15
  - Sport Management Career Fair Oct. 22 at the Equine Center
- e. **TLAC** – 2 faculty searches and lots of admissions
- f. **Advising** – no report
- g. **Research** – no report
- h. **USC** – President’s forum, November 6, 10-11:30am,2300 MSC. Give questions to Casey to ask. It will not be streamed or recorded.

The State of the University had a low turnout so they are encouraging everyone to go.

- Casey spoke to Elizabeth Swartz about problems with workday – creates more work for everyone.

- Kara – brought up that the advisor tab in Compass is being taken away. Wondering if these decisions are made without input from the people who use them? Shaun Cargo on EIS – send questions about advising tab.
- Casey is on the Title IX Presidential Task Force – 2<sup>nd</sup> meeting will be on the 30<sup>th</sup>. The committee is working on the Faculty/Staff and Graduate Student portion, the Student part is done. Question about dating- Grad students who are also TA's.
- VP search ongoing – VP of Marcomm leading – Doug Sweat
- Staff Emergency Funds – contribute – lots of way to do so. Fundraiser ideas? Looking for ways to make money for the fund. It is not include in SECC.

### Committee Reports

- Outreach** – Socks for Seniors –for nursing home patients, November /December do collection \* send to whole college. Reps can have a collection box for donations.
- Social** – November 12<sup>th</sup> Hour of Happy – 3-4pm 801 Harrington. (National Happy Hour Day)
- Communications** – Head shots in December – November 1<sup>st</sup> – Media Training.  
The Finance and Admin workshop was well done.  
Comm. committee working on getting online store to purchase college items.
- Professional Development** – November 14<sup>th</sup> Brown Bag – Peak Performance, growth, mindset, creating goals.
- Conference** – Nancy H., Suprena, Angela, Kristy – meeting to discuss speaker, location etc.  
Marie and Jesus have joined the committee.  
TAMU professional development is overhauling their program so we may be able to use some of their material.  
Other suggestions – Skills Path – Disney U – videos, will ask Nancy and Suprena. Consists of 5 modules –examples: business/management/customer service .

**Other business** – Kara noted that it was concerning that the finance and administration groups turnaround time is 72 hours, most other people use the 24 hour turnaround time.

Sustainability Master Plan – Coming out 10/25/18 – information on environmental and social sustainability.

**Next Meeting** – November 29<sup>th</sup>, 9-11am, 801 Harrington.