

Committee Minutes

Staff Council

October 11, 2024, 9:00 AM to 10:00 AM in ADM 170

Members present: Zuleira Villegas – S, Tamara Smith – S, Amanda Colores – S, Renata Simmons – S, Leah Clark – S, Nicole Knotts – S, Anke Turner - S

Legend: (A= Administration, F = Faculty, S = Staff)

Members absent: Linoshka Johnston – S, Eileen Hatch – S, Cheryl Brees - S

Legend: (A= Administration, F = Faculty, S = Staff)

OLD BUSINESS: Discussion of Open Items: Staff Council Announcement Email messages to departments with photo Will be using a standard email created by a previous council member, Cynthia Massie to send out notification of Staff Council members to their respective departments, planned to edit the email before sending. Group Photo Re-schedule to October 18, 2024 at 9:00 AM in the lobby of the Administration building. Dress code is black pants/skirt and gold shirts. Athletic Games Volleyball will be added to the calendar for October 22nd at 6:00 PM. Possible basketball game to attend at home is January 15th at Reed Ross Classical high school; this will be decided at the next Staff Council meeting. All games planned to attend will be added to the shared calendar in Teams. Holiday Reception Interactive activity to be determined/approved: Department competition for best decorated tables/center pieces with tickets passed out at the beginning of the reception and dropped into jars on each table for voting. Vote was unanimous to move forward with this idea. Idea to move the 'photo op' section so that it does not crowd the formed food line. Status of Action Items: Western wear for October 31st This is still an action item. Awaiting a reply from the Faculty Council for the final determination/approval. Staff Council shirts Still being determined if the Foundation will cover the cost of the shirts. Foundation receives a 25% discount at the bookstore. Staff Council members receive a 15% discount at the bookstore. "V-neck" style shirt was decided on, but the final vote for the embroidery will be determined via a Teams poll once a visual has been provided of the three options: Option 1: Theo with shield with FTCC swoosh on the left side and council members name on the right side. Option 2: Theo with shield and FTCC swoosh on left side and no name on the right side. Rather than embroidering shirt with "Staff Council", Amanda Colores is going to see about magnetic nametags with "Staff Council" that will be kept as an item of the FTCC Staff Council moving forward, rather than individual member tags. TEAMS site Site has been created and all staff council members have access. It was decided that each member should create a new post when adding information rather than "replying"; This will create a new post for each item to be discussed so that all topics remain in order and separate. Going to determine is post replies can be sent to email as well as in Teams so that members have access to the site through email.

NEW BUSINESS: Thanksgiving – Helping the Students The Staff Council is going to work with the Foundation (Sandy Ammons) and Success Coaches to determine any students in need for the upcoming Thanksgiving holiday. The Staff Council will assist in taking inventory of the Food Pantry, help determine the need for donations, and help determine which items are close to or at the expiration date; Staff Council will request permission to reserve a shelf for the

Thanksgiving dinners. The Food Pantry will be the host site for students to pick up a Thanksgiving Bag of items that will be donated to the Food Pantry. It was stated that an ideal date for this pickup would be Tuesday, November 26th between 1:00 and 3:00 PM. This date will not be voted on until after an inventory is taken and all members are present for a final vote. Specific items will be listed for donation and a final list will be determined once inventory has taken place. Staff Council members will be the "drop site" for collecting donations within their departments. It was determined that November 7th will be the cutoff date for donations to be received. Staff Council will plan to bring all donations to the Food Pantry during our next meeting on November 8th. Rather than a "minutes meeting", this will be a "working meeting" in which Staff Council members will do a final inventory and begin bagging the Thanksgiving dinners to be passed out on the determined date and time. Nicole Knotts volunteered to bring in bags for the students' Thanksgiving dinners. The inventory will be taken after the Staff Council photo on October 18th.

Actions/Activities/Assignments before next meeting: October 31st Western wear approval is to be determined and response will be shared with the council members. Amanda will be seeking the approval of a Tabletop Decorating competition at the Holiday Reception. Staff Council will be working with the Foundation (Sandy Ammons) and the Success Coaches to help students during the Thanksgiving holiday. Group Photo and Food Pantry inventory will take place on October 18th starting at 9:00 AM in the lobby of Administration

Next Meeting: October 25, 2024 at 9:00 AM in ADM 170.

Adjournment: 10/11/2024 at 10:10 AM

Minutes Prepared by: Leah Clark

Minutes Approved by: Amanda Colores

Minutes submitted to Office of HR & IEA for Web Page Posting: 10/21/2024