



TAMUG STAFF COUNCIL

TAMUG Staff Council Membership Packet 2023-2024

Texas A&M University at

Galveston

10/13/2023

TAMUG STAFF COUNCIL MEMBERSHIP PACKET

Table of Contents

WELCOME TO THE TAMUG STAFF COUNCIL	3
2023-2024 TAMUG STAFF COUNCIL MEMBERS	4
EMPLOYEE OF THE QUARTER (EOQ)	5
EMPLOYEE OF THE YEAR (EOY)	7
ACCOUNTS/FUNDS FOR THE TAMUG STAFF COUNCIL	8
NEW STAFF ANNOUNCEMENTS	8
UNIVERSITY STAFF COUNCIL REPRESENTATION	9
TAMUG STAFF COUNCIL - CONSTITUTION	10
TAMUG STAFF COUNCIL - BYLAWS	11

WELCOME TO THE TAMUG STAFF COUNCIL

Dear New Council Member:

You have been nominated for membership on the TAMUG Staff Council (TSC) and we are very pleased that you have accepted the nomination to be a Member of TSC.

This Membership Packet contains information that will help you during the first few months of your membership. It includes information about the TSC, employees of the quarter/year, officers, accounts/funds information, and the Constitution and Bylaws of TSC.

The TSC represents the interests of and the issues impacting employees at Texas A&M University at Galveston. We are also responsible for the Employee of the Quarter and Employee of the Year Awards.

Throughout the year, the TSC organizes many exciting events. We welcome and encourage all of the ideas and suggestions you can bring to TSC's attention.

The TAMUG Staff Council requests that you commit to a three-year membership. We normally meet monthly to discuss events, progress and issues requested to be presented by TAMUG staff members, with an occasional additional meeting to discuss major events or emergencies.

Again, we would like to thank you for accepting this nomination and look forward to the upcoming year.

Sincerely,

Staff Council Officers



2023-2024 TAMUG STAFF COUNCIL MEMBERS

Name	Title	Department	Year	Phone	Email
Amanda Conley	Chair	FMS	3	4435	aconley@tamug.edu
Celeste Rodriguez	Vice-Chair	FMS	2	4432	crodriguez@tamug.edu
TDB	Treasurer				
Cloe Bourdages	Secretary	CLL	2	4484	cebourdages@tamug.edu
Kiersten Hall	Public Relations	MARB	1	4987	khall@tamug.edu
Gretchen Childress	Member	MARB	1	4426	gchildress@tamug.edu
Josette Chimes	Member	MARA	1	4474	jchimes@tamug.edu
Jennifer Conner	Member	COPY	1	4438	connerj@tamug.edu
Lorena Elser	Member	Sea Camp	2	4525	elserl@tamug.edu
Kevin Guzman	Member	SA	1	4356	kguzman@tamug.edu
Mackenzie Heldstab	Member	TMA	1	4822	zheldstab@tamug.edu
Malarie Humble	Member	SA	2	4439	m_humble@tamuh.edu
Krissy Johnson	Member	REC	1	4855	krissyjohnson@tamug.edu
Roland Kelly	Member	POLC	2	4545	kellyr@tamug.edu
Glenda Nelson	Member	FSCI	1	4745	gnelson@tamug.edu
Dwight Ottman	Member	SA	1	4561	dwottman@tamug.edu
Landes Randall	Member	MARB	1	4874	lrandall@tamug.edu
Rachel Sellers	Member	MARB	2	4539	sellers@tamug.edu
Amanda Shirey	Member	HR	1	4061	amanda.shirey@tamug.edu
Charolotte Tassin	Member	FMS	1	4430	tassinc@tamug.edu
John Vandewater	Member	LIST	2	4498	vans.j@tamug.edu
Katie St. Clair	USC Rep.	RGSO	2	4392	stclairk@tamug.edu
Carrie Coutorie	Interim Treasurer	REC	4	4947	coutoric@tamug.edu
Ron Sorenson	Advisor	HR		4503	r_sorenson@tamug.edu
Susan Lee	Advisor	Budget		4533	lees@tamug.edu

Department/Division Abbreviations

CALS - TAMUG Center for Academic Learning Support

CLL – Campus Living & Learning

FMS – Financial Management Services

HR – Human Resources

MarCom – Marketing & Communications

MARA – Maritime Business Administration

MARB – Marine Biology

MESSO – Marine Education Support & Safety Operations

SA – Student Affairs

SES – Student Enrollment Services

RGS – Research & Graduate Studies

REC - Campus Recreation

SS - Student Services

POLC - University Police

EMPLOYEE OF THE QUARTER (EOQ)

Process:

Nomination forms can be submitted to any TAMUG Staff Council Member who will forward the document to the Secretary for processing. The form will be sent to the department head for signature and to Human Resources as soon as possible for verification of eligibility, and then returned to the TSC Secretary for submission in the next quarter's election.

Eligibility:

To be eligible, an individual must meet the following criteria:

- Must be a full-time, budgeted, benefits eligible, staff (non-faculty) employee.
- Must have a minimum of twelve months continuous TAMUS employment on the Galveston Campus in a full-time, budgeted, benefits eligible, staff (non-faculty) position.
- Must exhibit exemplary performance (above and beyond the scope of their regular duties).
- There must be no recorded disciplinary action against the employee within the last calendar year.
- All Staff below the title designation of Director are eligible.
- Nomination forms are required to be signed off by the Department Head and Human Resources.
- Employees who have received the EOQ are not eligible to receive it for the two years following their quarter of honor.

At the end of each quarter (November, February, May, and August) a list of the nominated employees will be sent to Human Resources to ensure their continued eligibility. If confirmed, the nominee's name will be accepted for consideration in that quarter's EOQ vote. If it is determined that a nominee is no longer eligible, that individual will be removed from consideration by the TSC Secretary. For confidentiality purposes, the reason for disqualification will not be provided to TSC Officers.

We strongly encourage our Members to raise the awareness of the process throughout the university and to encourage submissions. If we do not have nominations for a quarterly vote, no Employee of the Quarter can be awarded.

Election/Voting Process:

The Employee of the Quarter will be elected through an EOQ Voting Committee of five (5), comprised of two (2) faculty members, two (2) staff members above the director level as appointed by the Vice-President (VP)/Chief Operations Officer (COO) every two years, plus the current Employee of the Year (EOY). If problems with the EOQ committee occur, the Secretary will notify the Chair who will bring the matter to the attention of the VP/COO of Texas A&M University at Galveston (or designee). The committee may meet or correspond via email to reach a decision for each quarter. Committee members will be provided with the comments from each nomination form, edited to remove the individual's name. The outcome of the vote will be provided to the TSC Secretary, who will then inform the Chair and Vice-Chair.

Time Frame:

Each quarter, the Secretary will review the list of nominees and determine the date of original submission. Individuals who have been under consideration for a 12 month period (from the date of nomination) will be removed from consideration. EOQ Committee Members will be provided submission dates as part of the voting process each quarter.

Employee of the Quarter Celebration:

Once the Employee of the Quarter has been identified, TSC will notify the winner's Department Head and it will be the department's responsibility to hold a celebratory event in honor of the employee. Departments will determine where and when to have the celebration and will be expected to provide refreshments. TSC will need to be notified of the event at least 5 days/1 business week in advance so that it can be communicated to the campus community.

TSC Responsibility - Award Event:

- TSC will send an email announcement to the campus community informing everyone the date, time and location of the celebratory event - announcement must be sent at least two days prior to the event and the day of the event.
- Arrange to have the Employee of the Quarter Official Certificate printed, signed by the VP/COO of Texas A&M University at Galveston (or designee) and placed in a frame for presentation.
- Organize prizes the Employee of the Quarter will receive (currently includes a framed EOQ certificate, gift card, dining gift card, bookstore gift certificate, and one-year free parking for the next fiscal year).
- Winner's name and quarter will be published on the TSC Employee of the Quarter website.

EMPLOYEE OF THE YEAR (EOY)

Eligibility:

Employees eligible for this award will be the four (4) “Employee of the Quarter” recipients during the Fiscal year. If any of these individuals are no longer employed, on an extended leave, or no longer meet the established criteria for EOQ, they will not be considered for the EOY award. The list of nominees will be sent to Human Resources to ensure their eligibility. If it is determined that a nominee is not eligible, that individual will be removed from consideration. For confidentiality purposes, the reason for disqualification will not be provided to TSC Officers.

Voting:

An email ballot including the names and departments of EOQ recipients along with comments from the original nomination form will be sent to university employees during the fall semester. Directions and a time frame for submission of votes will be established. Once the winner has been determined, arrangements will be made for the Award Plaque.

Award:

This award will be presented at the Annual Holiday Party for TAMUG Staff and Faculty held in December. The Employee of the Year receives the following:

- Engraved plaque
- Gift cards
- Bookstore gift certificate
- One-year FREE membership to the TAMUG Gym
- Optional: Picture and write up on the TAMUG Staff Council Employee of the Year website
- Optional: Other items which may be donated from local businesses

ACCOUNTS/FUNDS FOR THE TAMUG STAFF COUNCIL

Account 237209 – Operating Expenses:

- Any Council operating expenses including supplies, copies, posters, flyers, plaques and certificates, business meals/food, etc.

Please note that only the Treasurer may allocate TAMUG Staff Council expenses to this operating account. In addition, the TSC Officers may consult with our Budget Advisor regarding the TSC's operating account.

- Another account exists, 947070, for fundraising events since 237209 is not a revenue generating account.

NEW STAFF ANNOUNCEMENTS

Current members should be assigned the duty of periodically checking with Human Resources for new hires that need to be announced.

New staff hires will be announced via TSC announcements.

NEW STAFF LUNCHES

New Staff also have the option to eat lunch at Captain's Landing once during the quarter of their start date with the date picked in advance per calendar year. A TSC New Staff Welcome Committee Member (NSWC Member), or an Officer in their place, will accompany the new staff members for the quarter lunch and then provide a brief tour of campus (weather permitting). Chartwells has agreed to donate a free lunch to all new staff members at the quarterly New Staff Welcome Lunch. The Human Resources (HR) Department has agreed to cover the cost of the TSC member hosting the lunch.

UNIVERSITY STAFF COUNCIL REPRESENTATION

Texas A&M University at Galveston was invited to have representation on the Texas A&M University Staff Council (USC) beginning September 1, 2015. The representative is elected per USC guidelines and requirements (usually in May), and the representative shall serve as required under USC Standard Operating Procedures, the Constitution and Bylaws. Membership is normally a three (3) year term.

This representative's primary interest is to serve on the USC's Staff Emergency Fund Committee. This committee manages the Texas A&M University Staff Emergency Fund program which was established to provide limited financial assistance to both classified and non-classified staff employees under the leadership of the Texas A&M University President, who are experiencing a temporary hardship due to a significant life event. Note this committee meets as needed.

The USC representative is responsible for attending TSC meetings, as needed, to keep the TAMUG Staff Council informed of main campus activities, news, information and committee efforts, as well as collaboration opportunities with our USC counterparts.

Travel related expenses (mileage/rental car, meals, lodging, etc.) related to this staff member traveling to College Station will be covered by the USC Account, 237208, with overflow covered by TSC account as the budget allows.

TAMUG STAFF COUNCIL - CONSTITUTION

NAME AND AUTHORIZATION:

The name of this organization will be the Texas A&M University at Galveston (TAMUG) Staff Council, hereafter referred to as TSC. The elected officers hereafter will be referred to as the Officers. TSC will function under this constitution as approved by the Vice President (VP)/Chief Operations Officer (COO) of Texas A&M University at Galveston. TSC is empowered to organize itself and establish its own bylaws, except as restricted by this Constitution. The Officers will report directly to the VP/COO of TAMUG (or designee).

MISSION STATEMENT:

The TAMUG Staff Council's (TSC) mission is to represent the interests of and the issues impacting Staff employees. TSC strives to develop and support educational and morale building programs on the TAMUG campus.

PREAMBLE:

In order to form a more fundamental system of sharing information with the campus community, this Constitution will serve as a guiding principle of governing the established unit known as TSC. Through its ordained bylaws and representatives, the Officers will consult, advise and make recommendations to the executive officers of TAMUG. It will serve to build loyalty and commitment through instilling a sense of community on the TAMUG campus.

STATEMENT OF PURPOSE:

TSC is established to represent all full-time, benefits eligible, budgeted, staff (non-faculty) employees, hereafter referred to as Staff. TSC will serve as a deliberative and advisory body to the VP/COO of TAMUG (or designee) on matters of significant interest and importance to the Staff. The Officers, under the guidance of TSC, will provide opportunities through which Staff can raise concerns, discuss and provide input on issues. The Officers will also serve to research possible solutions to issues and make recommendations on current non-academic policies and procedures on behalf of, and among Staff.

TSC will not act in an advocacy role in any specific employee/employer policy matter or dispute within the University, nor will it assume the role of arbitrator in any such matter. For further information regarding arbitration for Staff, please contact the Staff Ombudsperson at ombuds@tamug.edu.

AMENDMENTS:

TSC may propose amendments to this Constitution by its own initiative. Proposed amendments and revisions must be presented in writing to all TSC Committee Members for ratification by a two-thirds majority. All changes to the TSC Constitution will be passed and approved in accordance with the provisions stated in this section.

TAMUG STAFF COUNCIL - BYLAWS

Article I - Representation

TSC shall consist of at least eight Members.

A representative of the Department of Human Resources will serve as an advisor to TSC. The Human Resources representative will be available to attend regular meetings of the TSC as deemed necessary by the Officers.

Article II - Membership

Full-time, benefits eligible, budgeted, staff (non-faculty) employees who have completed a minimum of one year continuous TAMUS employment on the Galveston campus with no written disciplinary actions will be eligible to serve on TSC. Employees in Director level equivalent positions or above are not eligible to be TSC Members.

Article III -Appointments

A call for nominations of appointment to TSC will be made by the Chair and Vice-Chair annually (normally in May) to fill expired and/or vacant positions. Candidate nominations for TSC may be made by any Staff employee. Confirmation of eligibility of nominees will be made by the Department of Human Resources. If there are an insufficient number of nominations received from across campus, the Officers will attempt to fill any vacant membership positions with qualified and willing candidates. Appointments to TSC shall be made from the nominations and ratified by a minimum of a quorum of TSC.

Vacancies during unexpired terms will be filled from among those employees previously nominated by written invitation. The new Member shall serve the remainder of the term. Should the vacancy not be filled from those nominated, the Officers will attempt to fill the vacancy with qualified and willing candidates from the area of the vacancy.

Article IV -Term

Generally, the term for a TSC Member shall be a three (3) year period running concurrent with the fiscal year (September 1 through August 31). Following a one-year interval, individuals will be eligible to serve on TSC again.

Article V - Dismissal

If a TSC Member must be dismissed from the TSC, the Chair and Vice-Chair will be responsible for handling the matter.

Article VI – Council Responsibilities

TSC Members shall represent the interests of their constituent Staff Members, communicate to the Officers concerns and ideas of Staff, and participate fully in TSC meetings, events, and activities. The Chairperson should be informed in advance of any anticipated absences. An absence without prior notification or valid reason will be considered an unexcused absence and will be recorded in meeting minutes. The Chair and Vice-Chair shall address issues of non-participation or lack of attendance by a TSC Member after three unexcused absences in a twelve-month period. The use of proxy will not constitute attendance.

Article VII - Sub-Committees

TSC reserves the right to create Sub-Committees as deemed necessary and appropriate. Sub-Committees Chairpersons volunteering for certain projects, events or other purposes shall be appointed and dissolved at the Chair and Vice-Chair discretion.

Article IIX - Officers

Officers shall consist of the Chair, Vice-Chair, Treasurer, Secretary, and Public Relations. The Council shall elect Officers annually from Members of TSC at the first regularly scheduled meeting following annual appointments. Officers will serve a one (1) year term and may be re-elected into their former position should they be agreeable, and ratified by a quorum (a simple majority of the Members). All officers will retain full voting privileges. Members are only eligible for an officer position after completing their first year as a Member of the Staff Council, except for Public Relations who can be an incoming new member as well as current member. All Officers are responsible for working together to keep annual calendars of events, targets, and activities organized and updated.

Duties of Officers

Chair

The Chair will preside over the Council, assist new Members, and perform other duties as specified in the Bylaws. All email correspondence will be sent by the Chair.

Vice-Chair

The Vice-Chair will preside over the Council in the absence of the Chair, assist new Members, and perform other duties as specified in the Bylaws. The Vice-Chair will assume full duties of the Chair in the event the Chair can no longer serve the remainder of the term. The Vice-Chair will be responsible for collecting assessment and feedback from Staff.

Treasurer

The Treasurer will be responsible for the financial activities, administer the budget and accounts, and provide reports on TSC's financial affairs as needed. The Treasurer shall be the primary individual that can allocate expenses to the TSC account. Typical duties include maintaining and reconciling all accounts through university approved means as well as TSC internal protocols, obtaining working funds for TSC sponsored activities and events, pulling purchase orders on TSC account for necessary expenditures, and other related duties as assigned.

Secretary

The Secretary will take the minutes of the TSC meetings, submit written minutes to the Chair and Vice-Chair no later than five (5) business days prior to the next scheduled meeting, provide recordkeeping for EOQ and EOY donations and gifts, coordinate and prepare a report on TSC activities for the VP/COO of TAMUG (or designee) upon request, and other related duties as assigned.

Public Relations

The Public Relations (PR) officer will engage in promoting or creating a public image for TSC. PR is a vital part to sharing and promoting TSC events on campus. The PR officer is responsible for social media calendars, postings, and developing and producing high-quality, informative, and related materials while also maintaining a good relationship with the campus communications department. The PR officer will develop a bi-monthly newsletters. If the Chair or Vice-Chair are unavailable, the PR officer will be responsible for email communications.

Article IX - Meetings

TSC shall meet monthly on a schedule determined by the Officers and shall require a quorum (a simple majority of the Members) be present to conduct official business. A written authorization of proxy will count toward a quorum. If no quorum is present, the representatives in attendance may determine actions and submit them at the next meeting for ratification.

Monthly meetings will be governed by Robert's Rules of Order and the Chair will prepare an agenda. Any member of the campus community may submit agenda items, which must be in writing and received by an Officer no later than two (2) business days prior to the next scheduled meeting. TSC Members may bring items for discussion at any time.

Any Staff member may request an open meeting with Members of the TSC. Such requests must include the topic of discussion and the number of individuals who will attend. Requests must be presented to the TSC Chair and Vice-Chair no less than two (2) business days prior to the next meeting.

Special Meetings may be called by the Council Chair or Vice-Chair or by 50% of the TSC Members. Notification of a Special Meeting should be provided at least 48 hours in advance if possible.

Article X - Origination of Matters for Consideration

All Staff employees are encouraged to communicate questions, concerns and/or suggestions to Members of TSC. That Member will then be responsible for presenting the item to the Chair and Vice-Chair as a possible agenda item. If the Chair and Vice-Chair feels that the item warrants further discussion, it may be designated as an agenda item or may be assigned a specific date for further discussion. TSC Members may request the presence of guest speakers who may be able to offer information on the subject.

After discussion of agenda items, if the Members feel an item merits action or should be brought to the attention of university executives, the Chair and Vice-Chair will communicate the area(s) of concern and any recommended actions to the VP/COO of TAMUG (or designee).

The VP/COO of TAMUG (or designee) will communicate matters of interest and importance to TSC from time to time.

Article XI - Communications

TSC will make an active effort to communicate regularly with represented employees. Approved minutes from the TSC meetings will be posted on the internal website and emailed out the week prior to the next meeting by the Chair.

Article XII- Financial Management

Use of financial resources will be consistent with Texas A&M University System policies and regulations, and Texas A&M University rules and standard administrative procedures, as applicable.

TSC internal protocols shall include:

- The Treasurer is primarily responsible for tracking credits and debits via excel spreadsheet
- The Secretary is responsible for tracking donations and distributions via excel spreadsheet
- The Chair & Vice-Chair will be responsible for monthly review of the aforementioned spreadsheets and resolving any issues or discrepancies
 - Monies earned/donated shall be deposited to a TSC account within 48 hours of the end of the event
- Gift cards will be handled as follows:
 - The Treasurer will be responsible for purchasing or accepting donations of gift cards
 - Gift cards will then be turned over to the Secretary to hold and track

Article XIIV -Amendments

Proposed amendments and revisions to these Bylaws may be introduced in writing by any TSC Member at any meeting. Proposed amendments must be approved by a two-thirds majority of the Members before adoption of the proposed amendment can be made.

Article XIV - Nondiscrimination

TSC, in all its activities, is committed to providing a climate that is conducive to the personal and professional development of each individual. TSC subscribes to the concept of equal opportunity and does not discriminate on the basis of race, color, national origin, religion, sex, age, genetic information, disability, or veteran status.

Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. All Texas A&M University at Galveston employees are required by law to report any and all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws to Texas A&M University's Title IX Office.