Staff Council Minutes
Staff Council 2015-2016 Members
November 24, 2015
UC 221 (Oso Room)

Members Present: Lori Blades, Timothy Boulan, Cassondra Casanova, Dennis Coplen, Meredith Coplen, Shawn Elizondo, Jacqueline Fischer, Dora Garza, Diana Gaona, Valerie Gibbons, Judy Harral, Rachel Kirk, Shay Lee, Laura Mansilla, Christopher Palfreyman, Ruby Pollard, Shelby Stamets, Terry Tatum, Derek Vest, Jennifer Weir
Proxy: Suzanne Hamilton for Karol Stewart

Members Absent: Debra Cortinas, Bryant Griffith, Patricia Hill, DeeDee Hubenak, Joseph Miller, Ben Soto, Karol Stewart

I. Call to Order
The meeting was called to order at 3:03 p.m.

II. President’s Report – Meredith Coplen
Handout of Employee Engagement Survey in which President’s Cabinet changed 4 questions to align with the TAMU-CC mission statement and reduce duplicity in questions asked. Katharine Mason will send out follow-up e-mails after UT sends out the Employee Engagement Survey.
Due to re-elections, Delany Foster will be moved from November to January as a featured guest speaker. Her January topic will focus on Office Culture.
Meredith Coplen will invite Dr. Quintanilla, Provost, to speak at a future meeting. Dr. Quintanilla is also interested in promoting customer service across campus.
To date, 47 coaster sets have been sold. Staff Council will place an order for 60 sets on November 25th.
The December newsletter is almost complete; Meredith Coplen highlighted the Islander Green Zone Training.
The Staff Council holiday luncheon will be on December 15th; Staff Council will provide beef and chicken fajitas and ask each member to provide side dishes. There will also be a White Elephant gift exchange; you are not required to participate in the gift exchange. Cost of White Elephant gifts should be no more than $10.00 and members are encouraged to bring items from their own homes.
The PC luncheon will be held on December 14th; the Executive Board will attend. Each member will have a talking point and will thank Dr. Killebrew for his continued support of SECC.
In trying to simplify the purchasing process, Meredith Coplen reviewed how it has been completed in the past. It is recommended that all purchasing is completed by the Staff Council Administrative Assistant and that committee chairs complete a purchasing form. (Further discussion in Committee Report, Bylaws and Constitution)
According to Brad Shope, Director of the Center For Faculty Excellence, changes will be made to how the Islander Forum is structured; however, what changes will be made are not known at this time.
III. **Vice-President’s Report** –
This report was given by Meredith Coplen. SECC campaign total was just under $2300.00. It is possible that donations were down this year because this was the first year Staff Council used online forms rather than paper forms.

IV. **Treasurer’s Report** – Ruby Pollard
September and October’s budget reports were distributed. Ruby Pollard will verify the ending balance brought forward from Dorothy Yeater. It was recommended that the new purchasing form is completed and turned in at least five days in advance so there is time to obtain approval and order the items. We will need to monitor April Bassett’s hours and how much time is needed to purchase items.

September Budget:
- Staff Council: $12902.46
- Dorothy Yeater: $2971.02
- Ink Cartridge: $1452.36
- Campus Events: $7974.00
- Gifts: $0.00
- SECC: $948.81

October Budget:
- Staff Council: $13510.50
- Dorothy Yeater: $3135.21
- Ink Cartridge: $1536.51
- Campus Events: $7974.00
- Gifts: $0.00
- SECC: $2123.11

Motion to approve with edits as needed, Valerie Gibbons; motion seconded by Christopher Palfreyman

V. **Historian’s Report** – Shawn Elizondo
No report

VI. **Approval of Minutes** – Rachel Kirk
Corrections made to the October 27, 2015 Minutes:
- Change “Agenda” to “Minutes”
- Under the Employee Excellence report, change “Cabinet” to “office”
- Under Veteran’s Affairs Committee, remove the “e” from the end of Ann DeGaish’s name

Motion to approve with corrections, Judy Harral; motion seconded by Valerie Gibbons

VII. **Old Business**
There was no old business.
VIII. Committee Reports

- Benefits and Employee Development – Judy Harral
  No report

- Bylaws and Constitution – Rachel Kirk
  Proposed changes to Article IX, Budget and Expenditures, were presented; these changes outline procedural steps for purchases made by Staff Council members. It was suggested that a copy of the Event Purchase Sheet be attached to the proposed revisions when they are sent to Faculty Senate. The bullet points need to be realigned and all text will need to be the same font and color in the final draft.

- Nominations and Elections – Dennis Coplen
  Lori Blades was selected as the Staff Council Representative to fill the slot left vacant by Tiffany Hearne.

- University Relations – Christopher Palfreyman
  Islander Lights was held on November 20th; it began raining so the event was moved to the Anchor Ballroom. Santa appeared 10 minutes early and spent the time walking around greeting children; he was then in place for pictures from 5:15 – 7:00 p.m. Children seemed to enjoy the snow.
  The next Kudos delivery will be held on December 3. If you are interested in assisting with the next delivery, please meet at the library, first floor, at 9:00 a.m.

IX. Adhoc Committees

- Staff Annual Luncheon – Shawn Elizondo
  The committee has secured the Anchor Ballroom for Tuesday, March 15, 2016. Please begin thinking about themes for the event; themes should focus on customer service. Meredith Coplen proposed the idea of including videos of staff explaining “what’s the best customer service experience you’ve ever had?” These could be interspersed with the still life pictures normally shown during the event.

- Dorothy Yeater
  Meredith Coplen will set a meeting date and time.

- Employee Excellence
  Meredith Coplen will meet with the committee. The next event is the Employee Excellence awards and the committee will discuss potential changes to the awards, such as allowing directors to be eligible for nomination.

X. University Committee Reports

- Calendar Committee – Meredith Coplen
  The committee has met once.
  College Station will only work until noon on Wednesday, the day before Thanksgiving. TAMU-CC staff will work a full day. TAMU works on Labor Day and TAMU-CC does not. In 2017, the Fall semester starts later which will move commencement back a week. TAMU-CC will need to coordinate change in dates with contracted services such as the American Bank Center.
Terry Tatum explained that TAMU-CC is currently undergoing a process to have additional housing built. In order to have the project approved, a study of market needs must be conducted. If need is shown, the process will continue. This study is currently underway.

- Committees on Committees – Shay Lee
  No report
- Community Outreach – Joseph Miller
  No report
- Environmental Health & Safety Council – Shelby Stamets
  There is currently one known Hoverboard on campus. If it becomes a trend, the campus will have to determine if Hoverboards are treated as skateboards or motor vehicles. Parking Garage safety was discussed including the need for speed bumps and marked walkways in the garage. Roy Coons will make sure the University Police Department is aware of the concerns.

As most people use cell phones, the Blue Emergency Call boxes are being removed from campus. Phones within podiums will be installed so professors can call for help if needed.

The University Police Department has an app they feel is being utilized and this app is included in the Islander App. For more information see the webpage [http://www.tamucc.edu/mobile/islander_mobile.html](http://www.tamucc.edu/mobile/islander_mobile.html)

If you dial “9” on an office phone and wait 5 seconds, the system will automatically call 911.

- Expressive Activity – Patricia Hill
  No report
- Faculty Senate –
  Dr. Spencer spoke on faculty compensation and merit procedures. The Senate also discussed the 2016 budget, curriculum review, the Campus Carry Forum held on the 19th, and the use of paper forms for professor evaluations. They are also hoping to develop a faculty/staff resource book and to support an Omnibus position. If you have additional feedback regarding Campus Carry, please submit your feedback via the website [http://campuscarry.tamucc.edu/](http://campuscarry.tamucc.edu/).

- Homecoming Committee – Diana Gaona
  Homecoming will be held February 1 – 6th.

- I-Adapt - Jennifer Weir
  The committee met on November 9. There is a student team, “I-Team”, which focuses on wellness initiatives and encourages students to make healthy choices. They would like to make TAMU-CC a completely smoke-free campus; if approved, we would be the first A&M campus to do this. They do anticipate resistance and welcomed suggestions on how to begin the approval process. It was suggested that they will have to come up with hard data on why it would be beneficial to become a smoke-free campus. They will also have to decide would it be smoking only or would it include all tobacco products, such as chew and would e-vaping be allowed? The I-Team proposes to have a year of education and then a gradual phase out of smoking areas before finally becoming a smoke-free campus.

  The I-Team will provide programming on various topics each week throughout the Spring 2016 semester.
• Inclusive Excellence – Ben Soto  
  There will be a meeting in two weeks.
• International Education Council-Rachel Kirk  
  No report
• Student Success and Retention Committee – Jacqueline Fischer  
  Dr. Gerry Moreno is currently waiting on data to come back; once the data is received, he will schedule a meeting with the committee.
• Parking and Transportation Committee – Dennis Coplen  
  No report
• University Center & Student Activities Advisory Council – Valerie Gibbons  
  No report
• Veteran’s Affairs Committee – Timothy Boulan  
  No report
• Recreational Sports – Judy Harral  
  No report

**XI. New Business**

Re-election for Vice President position

Christopher Palfreyman was nominated and accepted the nomination.  
Rachel Kirk was nominated and respectfully declined the nomination.  
Christopher Palfreyman was elected by majority vote. As Christopher now becomes the Chair of the Employee Excellence Committee, the University Relations Committee will need to select a new Chair.

Proposed changes to Bylaws, Article IX  
Changes reviewed and discussed; please see Bylaws and Constitution Committee report for details.

**XII. Good of the Order**

The Food Bank does not have enough donated turkeys; typically they have over 1,000 turkeys donated and this year they currently have only 150-200 donated.

The Art Museum has 30 decorated Christmas trees; these will be displayed 11/21/15 – 12/16/15. The trees are decorated in the themes of children’s books. Also at the Art Museum is a Georgia O’Keefe exhibit (10/16/15- 1/3/16) and Chicana: Small Paintings from the Cheech Marin Collection (9/18/15 – 1/10/16).

Shelby Stamets will send out a draft of the Wellness Release Time document for Staff Council to review. The A&M system has already approved this concept; TAMU-CC needs to implement it on campus. The proposal is for 30 minutes of release time 3 times a week for any employee wanting to work out on campus. Please send feedback to Shelby Stamets and please let the Wellness Committee know if you feel there would be resistance from supervisors and/or employees.

• **Kudos:**
  Brianne Wilburn, Mary Kahrhoff, Dolores Phegan, Denise Marion, Amy Kotulsiki

**XIII. Meeting Adjournment**

Christopher Palfreyman motioned to adjourn and Jacqueline Fischer seconded the motion. The meeting was adjourned at 4:11 p.m.