Members Present: Timothy Boulan, Dennis Coplen, Meredith Coplen, Shawn Elizondo, Diana Gaona, Dora Garza, Valarie Gibbons, Judy Harral, Patricia Hill, DeeDee Hubenak, Rachel Kirk, Shay Lee, Joseph Miller, Christopher Palfreyman, Ben Soto, Shelby Stamets, Terry Tatum, Derek Vest, Jennifer Weir

Members Absent: Cassondra Casanova, Debra Cortinas, Jacqueline Fischer, Bryant Griffith, Laura Mansilla, Ruby Pollard, Karol Stewart

Proxy for Laura Mansilla: Tuan Phung; for Karol Stewart: Suzanne Hamilton

I. Call to Order
The meeting was called to order at 3:01 p.m.

II. President’s Report – Meredith Coplen
Meredith Coplen extended thanks and congratulations to Shawn Elizondo for coordinating the Staff Annual Luncheon.
The Administrative Assistant position is now closed and the committee will begin phone interviews next week. There were 39 applicants.
Cassondra Casanova will assist Meredith Coplen with the newsletter; please send any information you would like included in the newsletter to Meredith Coplen.

III. Vice-President’s Report – Christopher Palfreyman
Please see various committees for reports.

IV. Treasurer’s Report – Ruby Pollard
Ruby Pollard was absent; the Treasurer’s Report was distributed by Judy Harral.

February Budget:
Staff Council: $10972.25
Dorothy Yeater: $2877.65
Ink Cartridge: $1696.01
Campus Events: $6988.05
Gifts: $194.04
SECC: $0.00

Motion to approve was made by Valerie Gibbons; motion seconded by Shay Lee.

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

VI. Approval of Minutes – Rachel Kirk
Changes:
Change “Fall graduation has been moved back a week and students will have the week of Thanksgiving off” to “Fall graduation has been moved back a week and students will attend classes on Monday, but will have the rest of the Thanksgiving week off.”

Motion to approve with changes was made by Judy Harral; motion seconded by Jennifer Weir.

VII. Guest Speakers
No Guest Speakers.
Meredith Coplen discussed the importance of contacting our constituency after each Staff Council meeting to give them the highlights of the meeting. It is important to keep all staff
informed so that Staff Council is able to accurately reflect the needs and concerns of staff. She suggested, as there are multiple representatives on Staff Council from each EEO category, that members decide who will contact the constituency. Possible suggestions included each Staff Council member from each EEO category contact their constituency once every quarter or divide the constituency by alphabet and each representative take a section of the alphabet. There is a spreadsheet of all EEO categories on the I-Drive; this spreadsheet includes the e-mail addresses for each staff member.

VIII. Old Business
Thanks to all for encouraging staff to complete the Smoke Free survey. There were approximately 600+ staff surveys returned. Staff Council will be updated as more information becomes available.

IX. Committee Reports
- Benefits and Employee Development – Judy Harral
  Debra Cortinas would like feedback on ways to increase the attendance at HR brown bag workshops. An e-mail will be sent to Staff Council members asking members to review the catalogue of workshops and choose their top three. Departments can host trainings; each workshop must have at least ten attendees. Please respond with your top three choices by March 31, 2016. The committee will begin working on the staff videos of “Why I like to Work at TAMU-CC”.
- Bylaws and Constitution – Rachel Kirk
  No report
- Nominations and Elections – Dennis Coplen
  No report
- University Relations – TBD
  Break in the Day will be held on May 20, 2016. The committee is exploring the use of Bay Hall lawn for the event. Administrative Assistant’s celebration will be held on April 25, 2016. The committee is looking for donations for the event. Christopher Palfreyman will begin working on the sale of gifts for the Administrative Assistants.

X. Adhoc Committees
- Staff Annual Luncheon – Shawn Elizondo
  Shawn Elizondo extended her thanks to all those who helped with the event. Volunteers included both members of Staff Council and non-members of Staff Council. Approximately 447 staff and retirees attended the luncheon. Over 55 door prizes were handed out during the event and the silent auction raised approximately $1500.00. Shawn Elizondo will send out thank you notes to those who provided door prizes. The salad bar was very successful and generated a lot of positive feedback.
- Dorothy Yeater – Meredith Coplen
  Approximately $1500.00 was raised during the Staff Annual Luncheon. Staff Council will offer 4 $125.00 scholarships for Summer I and Summer II. The committee will meet to discuss when to open the application process.
- Employee Excellence - Christopher Palfreyman
  Nominations are now closed; 6 people nominated were not eligible. 12 were nominated for Employee Excellence; 6 were nominated for Engagement and 2 were nominated for Expansion. Nominations are currently being reviewed and a decision is expected by April 1, 2016.

XI. University Committee Reports
- Calendar Committee – Meredith Coplen
  No report
- Committees on Committees – Shay Lee
  No report
Community Outreach – Joseph Miller  
No report

Environmental Health & Safety Council – Shelby Stamets  
Please notify UPD and Community Outreach about large campus events so they can be prepared for the additional people on campus and assist if needed.  
A disaster simulation took place last month.  
A new parking garage was discussed. The current parking garage can hold 1200 cars; the next garage would hold 1500. However, it will be several years before the new garage is built.

Expressive Activity – Patricia Hill  
No report

Faculty Senate – Christopher Palfreyman  
No report

Homecoming Committee – Diana Gaona  
No report

I-Adapt- Jennifer Weir  
There will be a free 4 part smoking cessation program which will begin on March 23, 2016. The program is offered from noon – 1:00 p.m.  
The committee is looking for volunteers to assist with their Screening and Brief Intercession event, to be held April 12 and 13. The event will focus on the drinking habits of students. Pizza and t-shirts will be provided for students who attend. Please contact Jennifer Weir if you would like to volunteer.

Inclusive Excellence – Ben Soto  
The committee reviewed the events held up to this date including Alternative Spring Break, MLK events, Black History Month and National Women’s Month. In May, they will focus on Asian Pacific Islander Heritage.  
The committee finalized their purpose and function statements to align with Momentum 20/20.

International Education Council-Rachel Kirk  
No report

Student Success and Retention Committee – Jacqueline Fischer  
No report

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

XII. New Business  
There will be a Wellness Expo held on April 20th from 10:00 a.m. – 1:00 p.m. This is a free event and features vendors from on and off campus. There will be free health screenings, including STD, pregnancy, BMI, and Diabetes Screenings as well as free sonograms. There will also be interactive presentations of Tai Chi, Yoga and Kettle Bell. Door prizes will be given.  
April 6th is National Walking Day and everyone is encouraged to walk on the Hike and Bike Trail at noon.  
The Wellness Release Time Initiative has been accepted, giving all staff 30 minutes 3 times a week to work out. Staff must have the permission and cooperation of their supervisor.

XIII. Good of the Order  
There is a new exhibition opening at the Art Museum, Liquid Light: Photography Beneath the Sea. The exhibition includes 46 photographs by nine photographers and runs April 1 – July 10, 2016.
Kudos
The following people were selected:
Rebecca Flores, Administrative Assistant, College of Liberal Arts
Mary Jane Duarte, Administrative Assistant, Purchasing
Suzann Vickers, Purchasing Specialist
John Boeye, Budget Analyst II
Abel Cantu, Information Technology Manager, Library

XIV. Meeting Adjournment
Joseph Miller motioned to adjourn and Valerie Gibbons seconded the motion. The meeting was adjourned at 3:49 p.m.