Members Present: Stephanie Arevalo, Ana Billeaux, Korinne Caruso, Dennis Coplen, Debra Cortinas (Ex-Officio), Rachel Cox, Gloria Davila, Shawn Elizondo, Jacqueline Hamilton, Cindy Hanson, Betty Mounts, Gaylen Nuckols, Jonathan Payne, Elizabeth Perez, John Regalado, Rick Reyes, Ruben Reyes, Nora Sai, Leslee Schauer, Marilyn Spencer (Ex-Officio)

Members Absent: Meredith Coplen, Carrie Coursey, Kathryn Funk Baxter, Sara Lopez, Craig McNeill, Sara Morgan, Debra Redix.

Guests Present: Sara Longoria, Division Director March of Dimes

I. Call to Order
The meeting of the 2013-2014 Staff Council was called to order by President Leslee Schauer at 3:07 PM.

Guest Speaker: Sara Longoria, Division Director March of Dimes
Subject: March of Dimes
Overview: -Sara makes the observation that most people do not know what the March of Dimes does, except that it has to do with babies. The March of Dimes has a strong reputation of helping premature babies and reducing infant mortality. It also has a history of working to eliminate polio, rubella, measles and mumps. Even though prematurity had been on the rise, it has now been reduced by 9%. The March of Dimes works on research, educational programs (such as need for Folic Acid and importance of early prenatal care), and family support. The goal in Corpus Christi is to raise $1 million. -Longoria brought information about the walk to be held May 10 in Heritage Park. -The program director for the March of Dimes is also available to speak is there is interest with groups or departments on campus. They are also working with the Health Center.

II. Vice-President’s Report – No report

III. President’s Report - Leslee Schauer – No report – See committee reports for information.

IV. Treasurer’s Report
- Staff Council - $10,432.04
- Campus Events - $7,974.00
- Dorothy Yeater Scholarship - $3,028.00
- Ink Cartridges - $353.00
- SAC Gifts - $1076.00

Motion was made by Betty Mounts and seconded by Jacqueline Hamilton to accept the Treasurer’s report as written. Passed unanimously.

V. Historian’s Report
VI. Approval of Minutes
• January minutes were edited and resent on February 24. Motion was made by Gloria Davila and seconded by J. P. Regalado to accept the minutes of January 28, 2013 as written. Passed unanimously.

VII. Old Business
• Employee Annual Luncheon – Various Committee members and Stephanie Arevalo
  o Luncheon from 11:30 – 1:00 on March 11
  o Food – Carrie Coursey still meeting and negotiating with Chartwell’s. Price currently only for chicken fajitas and committee trying to get some beef included for a price that will work.
  o Decorations settled on (table covers with tissue flowers, mini-Caracas and candies for tables).
  o Trying to get a Mariachi group for entertainment
  o Photo setup (one)-Cindy Roper and William taking photos
  o Volunteer list going around
  o Sanddollar swipe at entrance that also gives out door prize winners.
  o Silent Auction to benefit Dorothy Yeater in the same location as last year.
  o Stephanie will e-mail Roy Dilks about parking for retirees.

• Homecoming – this week with parade on Saturday at 4:00
• Break in the Day – the committee talked about having an event between semesters, possibly 5/28
• Mass e-mail situation –
  o There has been a roundabout solution for items like the newsletter but we need to try to get permission to use the EEO list for elections and the Administrative Professionals event.
  o Ruben Reyes explained about the University’s mass lists and their specific ownership, and discussed options about listserv use.
• New Employee welcoming – the new method of individually greeting new employees has turned into a much bigger process than we thought. Where we were discussing about 8-10 new employees, there are sometimes up to 25 per month. There was discussion about possible solutions. The Council decided to try to use the New Employee Orientation day and use part of the time that Cindy Hanson has, as a Human Resources representative, to introduce and promote Staff Council. We still take cups to this event but we could make more of an impression with a presence. Cindy is willing to put her “Council” hat on or we can have a sign up at the monthly meeting and have a couple of Council members join her.
• KUDOS – the last cup from January is being delivered on Wednesday.

VIII. Committee Reports
• Benefits and Employee Development – JP Regalado –
  o They met with Kathryn Funk-Baxter and Rosie Ruiz to discuss Employee Development Day. The origins of this day were noted from a memo from PC dated 4-8-1997.
Kathryn Funk-Baxter had heard from some supervisors in her division that the day was not as productive as it could be. Others are hearing similar issues. To address this, a survey is being formulated by Jacqueline Hamilton and Rosie Ruiz to try to find out what both supervisors and staff think should be included in Development Day.

- There is discussion that perhaps more front end planning should be included to make the day more intentional, that the way the day is presented and the value explained, and the value of the release time is more fully understood.
- Also discussion of the balance of “soft” versus more structured development, and that relaxation and de-stressing has value.
- Other issues discussed were getting back to basics on development day and educating attendees to take information back to their offices and how they can apply information to their job/work life.
- Also, there needs to be attention placed on the accuracy of the sessions with relation to the way they are titled and described.

- By laws and Constitution – Ruben Reyes
  - The committee will be meeting to review possible changes and plans to be ready to vote in April.
- Nominations and Elections – Dennis Coplen
  - Will be meeting in the beginning of March.
- University Relations – Gloria Davila
  - Administrative Professionals Day will be held April 21 at 3:00 in OSO 221. President Killebrew is planning on attending. They are planning on mini muffins and fruit rather than cake and are meeting to identify what gift they will be giving to attendees.
- Dorothy Yeater – Shawn Elizondo
  - They have purchased small totes to make candy bouquets to sell for Administrative Professionals Day. (Some healthy options will also be available)
- Employee Excellence – The nomination dates went out in Campus Announcements, the Newsletter, and is up to date on the website. Will try to send an additional e-mail as a reminder.

IX. University Committee Reports

- Calendar Committee – Leslee Schauer
  - No report
- Committees on Committees – Korinne Caruso
  - No report
- Community Outreach – Jonathan Payne
  - No report
- Environmental Health & Safety Council – Gaylen Nuckols
  - No report
- Faculty Senate – Sara Lopez
  - As Lopez was not able to attend, Dr. Spencer gave an update. Margaret Dechant presented at the February 21 Faculty Senate Meeting that the freshmen coming into the Fall 2014 are of a higher academic standing, which is needed as we strive to be an emerging research institution. Dr. Spencer reinforced that it would benefit Staff Council to have Margaret Dechant be a guest speaker.
I-Adapt- No Report

Inclusive Excellence – JP Regalado
  o Met February 6. Among the items discussed, one major item was how people on campus learn about events, programs and how getting information out to the campus is a “universal” challenge for all of us. Ideas were discussed about how to improve these communications.

International Education Council- Ana Billieux
  o Met February 19. The office of International Education is actively seeking to increase the number of International students. There are 3 study abroad programs planned for Summer 2014.

Strategic Planning and Continuous Improvement Council
  o No report

Student Success and Retention Committee – Leslee Schauer
  o No report

Parking and Transportation Committee – Rick Reyes
  o No report

University Center & Student Activities Advisory Council – Cindy Hanson
  o No report, although the UC administration wants it to be known that the UC is still open for reservations and that the council had vetoed a “buy a date” proposal from a student organization.

Veteran’s Affairs Committee – Rachel Cox
  o No report

Recreational Sports
  o No report

X. New Business
No new business.

XI. Good of the Order
  - Debra Cortinas noted that annual performance review due dates are April 30 for Staff and May 31 for Faculty and that position descriptions should be reviewed.
  - Wellness exams are due by June 30 and members can login to Blue Access to see if it shows completed.
  - Retiree luncheon is April 25.
  - May 21 is Development Day
  - The $13,500 wellness grant was approved and plans are being put together for a walking program, punch pass access, and educational programming.
  - Newsletter ideas and ideas for questions are being sought. J.P. Regalado suggested mentioning the wellness check again. Question, “what is Employee Excellence?”
  - KUDO Cool Cup Recipient:
    o Charlene Loreno
    o Valerie Gibbons
    o Josh Bowman
    o Josh Gonzales

XII. Meeting Adjournment
There being no further business, Nora Sai made a motion and Cindy Hanson seconded the motion to adjourn the meeting. Meeting was adjourned at 4:44 PM.