Staff Council
Official Minutes
January 28, 2014

Members Present: Stephanie Arevalo, Korinne Caruso, Dennis Coplen, Meredith Coplen, Gloria Davila, Jacqueline Hamilton, Sara Lopez, Carrie Coursey, Betty Mounts, Gaylen Nuckols, Elizabeth Perez, Rick Reyes, Nora Sai, Ana Billeaux, Rachel Cox, Ruben Reyes, John Regalado, Debra Redix, Craig McNeill, Sara Morgan, Marilyn Spencer (Ex-Officio)

Members Absent: Debra Cortinas, Shawn Elizondo, Kathryn Funk Baxter, Cindy Hanson, Jonathan Payne, Leslee Schauer

Guests Present: Angela Speaker, Nancy Sanchez, Jan Brott, Amanda Alvarez, Sharron Herrera

I. Call to Order
The meeting of the 2013-2014 Staff Council was called to order by Vice President Sara Lopez at 3:01 PM.

Guest Speaker: Terri Howe-Associate Director, Career Services
Subject: The Dorothy Yeater Scholarship
Overview: Terri helped to create the original Dorothy Yeater Scholarship fund to honor Bookstore staff member, Dorothy Yeater whom she described as kind and impactful lady. The idea was to honor staff for going above and beyond and the original application included a community engagement component. The process of selection has changed considerably since the inception of the scholarship. Jacqueline Hamilton added that while she was on the committee years ago, the committee selected based on a rubric assessment. Both Howe and Hamilton have documents from previously serving and will share with the current committee. Howe also shared that she believes credibility is lost when names are simply drawn from a hat. There is some debate about the why and how of the scholarship awarding.
- Suggestion: The committee could administer two scholarships, one can be need based and one service based.
- Council agrees that the current committee should confer on the options that have been discussed and make a recommendation to the Executive Council.

II. Vice-President’s Report – Sara Lopez-(Rolled report in with President’s report.)
- President’s Report- (Leslee Schauer on Maternity Leave)-Sara Lopez
  o Islander forum – good reviews and good attendance, it was enjoyed by all.
  o Hamilton inserted the opinion that perhaps next time we should include information on the Employee Betterment program.
  o John Regalado felt that HR should host a forum on benefits and the upcoming required wellness check, perhaps on Staff Development Day.
  o Donor letters for the staff luncheon are going out this week.
  o The draft of the newsletter was passed around and feedback was requested and supplied.
III. **Treasurer’s Report**

- Staff Council - $10,520.00
- Campus Events - $7,974.00
- Dorothy Yeater Scholarship - $3,024.00
- Ink Cartridges - $353.00
- SAC Gifts - $1076.00
- SAC Revenue - $0.00

Motion was made by Craig McNeill and seconded by Nora Sai to accept the Treasurer’s report as written.

IV. **Historian’s Report**

- No Report

V. **Approval of Minutes**

- Motion was made by Craig McNeill and seconded by Liz Perez to accept the minutes of November 29, 2013 as written.

VI. **Committee Reports**

- Benefits and Employee Development – JP Regalado - Waiting for Kathryn Funk Baxter’s assistant to set up a meeting. The meeting is to ensure that the staff is aware of any changes or updates regarding benefits and employee development.
- By laws and Constitution – Ruben Reyes
  - Nora Sai and Kathryn Funk Baxter met and are scrubbing the by-laws. He expects an update soon.
- Nominations and Elections – Dennis Coplen
  - Will be meeting in the next 2-3 weeks.
- University Relations – Gloria Davila
  - Meeting in the near future. Would like to work towards a fellowship-type of event 2-3 times a year.
  - Also focusing on providing support for the staff luncheon.

**Adhoc Committee Reports**

- Employee Annual Luncheon – Craig McNeil
  - Luncheon will take place on 3/11 from 11:30 a.m. to 1 p.m.
  - Theme-Tex-Mex
  - Considering bringing in a high school Mariachi group for entertainment
  - Will have a silent auction to benefit Dorothy Yeater Scholarship
  - Meal: Chicken fajitas, rice, Borrocho beans with fruit or Banuelos for dessert.
  - Fiesta-type decorations
- Dorothy Yeater Scholarship – Shawn Elizondo (Absent) Ruben Reyes
Reported that four scholarships were given—the scholarship recipients were: Christina Cisneros, Randy Lara, Robert Rios, and Esmeralda Teran.

- Employee Excellence Awards—Sara Lopez
  - No Report—Meeting in the next couple of weeks

### VII. University Committee Reports
- Calendar Committee—Leslee Schauer
  - No Report—not present
- 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 a short update. Most of the meeting centered on budget analysis and administrative salaries/raises.
- I-Adapt—Debra Redix
  - They are focusing on many things but high on the list are the Homecoming parade and the upcoming Wellness Expo.
- Inclusive Excellence—JP Regalado
  - To meet next week.
- International Education Council—Ana Billeaux
  - They have not met.
- Strategic Planning and Continuous Improvement Council
  - No report
- Student Success and Retention Committee—Leslee Schauer
  - No Report
- Parking and Transportation Committee—Rick Reyes
  - Creating a proposal for fall 2014.
  - Shuttle information is being spread through various marketing outlets. Sara Lopez requested a report on the current usage of the shuttle. Reyes will follow up.
- University Center & Student Activities Advisory Council—Cindy Hanson
  - No Report (Absent)
- Veteran’s Affairs Committee—Rachel Cox
  - No Report
- Recreational Sports—Debra Redix
  - Lots going on in Recreational Sports
  - 250 faculty/staff members currently
  - Possibility for new equipment and a new sleeping pod (bed)
  - Considering a town hall meeting to get feedback from students/staff
  - Intramural Fields could open very soon after spring break
- Homecoming Committee and the Parade Committee—Rick Reyes
VIII. **New Business**
Jaqueline Hamilton-Asks what the smoking policy is and how it is actively enforced. It’s pointed out that the policy is online.

JP Regalado-Suggests an update on fall 2014 enrollment by a representative of Enrollment Management as enrollment is expected to grow exponentially. It’s worthy to start a discussion on how the staff will flex to accommodate. Data on retention is suggested by Rick Reyes.

The next Faculty/Senate meeting is on 2/21.

IX. **Good of the Order**
Announcements: National Student Employee of the Year is coming up and an announcement will be sent out soon. This year, Graduate Assistants are included. Nominations are due to Career Services by 2/20/14.

A suggestion is made that a UC Construction update by Lisa Perez would be a good guest speaker idea.

Cool Cup Recipients:
John Fortisque
Melissa Adames
David Hill
Matthew Clark

X. **Meeting Adjournment**
There being no further business, Craig McNeill made a motion and Ruben Reyes seconded the motion to adjourn the meeting. Meeting was adjourned at 3:55 PM.