Staff Council
Official Minutes
March 25, 2014

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

Members Absent: Sara Lopez, Sara Morgan, Debra Redix.

Guests Present: Danell Riley

I. Call to Order
The meeting of the 2013-2014 Staff Council was called to order by President Leslee Schauer at 3:05 PM.

Guest Speaker: Margaret Dechant, Associate Vice President for Enrollment Management
Leticia Bazan, Director of New Student Programs

Subject: Fall 2014 Enrollment Numbers

Overview: - Enrollment statistics: TAMUCC Enrollment set a record for fall enrollment with 10,913 enrolled. There is another record in the making for spring enrollment with over 10,434, a 5.5% increase. Semester credit hours are up 5%. Additional Fall 2014 numbers: 2029 are first in college, which is also a record number. We are up 11.4% in total applications, admits are up 11%. They project a 20% increase in first time students over last year; with 2400.

Noel-Levitz has helped with recruitment, enrollment and retention planning for attracting high achieving students. High achievers have a score of 1200 or better on their SAT or graduated in the top 15% of their class admits have increased 18.3%. Transfer applications are up 5.2% while Graduate applications are up 41%, increasing over 300 apps with students from countries like India, China, Saudi Arabia and Korea. All colleges are up; however the Coastal Bend is not up in applications. The general consensus is that the Coastal Bend students often want to move away from home for college although Dechant explains that often the closer to fall we get, the more Coastal Bend students enroll.

Enrollment has been working hard on budgets in order to send award letters for financial aid to students by the end of March and we have people available to help students work on their FASFA. Enrollment is also working closely with Camden on communicating the new dining meal plan.

In response to the questions posed to Dechant: “How does staff respond to the uptick in enrollment?” Customer service is the most important thing. The students are the reason that we have a job. Always remember even if not on campus that you are representing TAMUCC and should be acting in a way becoming to the university. Additionally, departments can streamline processes and make electronic forms available online for the students’ convenience. Use process mapping to help increase efficiencies. During orientations, show your school spirit by wearing green and blue, put up a welcome sign.

Leticia Bazan - Summer Orientation will have 10 dates this year and 12 dates next summer. 196 students have already registered. Bay Hall will be used for break outs and most programs but the PAC will still be used for big programs and Island Hall will still be used for lunch. The next
Island Day is April 5 and they expect 1450 people. Recruitment packets are available by emailing Bazan.

II. **Vice-President’s Report** – No report

III. **President’s Report** - Leslee Schauer –

   o 4/25 marks the Annual Islander Awards. The retiree lounge with be in the UC, room 145 Legacy from 10 a.m. to 11 a.m. with the luncheon to follow. Elizondo was asked to send Schauer and Funk-Baxter the list of Dorothy Yeater Scholarship recipients.
   o Apparently, there have not been many nominations for Employee Excellence awards so the nomination period has been extended for another week, now due on 3/28. Please encourage nominations within your division/constituency.
   o If anyone knows of a staff/faculty that graduated within the past year, please forward the name to Schauer.
   o Staff Council Executive Committee met with President’s Council for lunch recently. PC was pleased with the newsletter and the work that SAC has been doing this year.

IV. **Treasurer’s Report**
   - Staff Council - $10,273.28
   - Campus Events - $7,974.00
   - Dorothy Yeater Scholarship - $2,661.08
   - Ink Cartridges - $353.00
   - SAC Gifts - $1076.00

Motion was made by Jacqueline Hamilton and seconded by J.P. Regalado to accept the Treasurer’s report as written.

V. **Historian’s Report**
   - No report

VI. **Approval of Minutes**
   - January minutes were edited and resent on March 21. Motion was made by Gloria Davila and seconded by J. P. Regalado to accept the minutes of January 28, 2013 as written.

VII. **Old Business**

VIII. **Committee Reports**
   - Benefits and Employee Development – JP Regalado – Staff Development this year has a working title of “Civil Rights - the next 50 years," and will be on May 28th.
   - By laws and Constitution – Ruben Reyes
Committee met last week. The draft is in need of further review and they intend to meeting with Schauer next week. The final draft will be presented to the Executive Committee in April and will be presented during the May staff council general meeting for a vote. Please make every effort to attend or send a proxy with your vote.

- Nominations and Elections – Dennis Coplen
  - No Report
- University Relations – Gloria Davila
  - 4/21 will be the celebration for Administrative Professionals. They still need to get flyers together and send out an email to all staff. Sam’s Club will donate cake and she will check with Chartwell’s about purchasing 1 tray of fruit. It is agreed that coffee is not necessary as it is cost prohibitive and that tea ($13/gallon) would be more appropriate. They still need donations for giveaways, please forward suggestions to Davila. A picture frame with pencil holder will be given to each attendee.
  - 5/21 is the date they are considering for “Break in the Day”.
- Dorothy Yeater – Shawn Elizondo-
- Employee Excellence – Sara Lopez - The deadline has been extended to March 28.

**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
- International Education Council-Ana Billeaux
- Strategic Planning and Continuous Improvement Council
  - No report
- Student Success and Retention Committee – Leslee Schauer
  - No report
- Parking and Transportation Committee – Rick Reyes
  - No report
- University Center & Student Activities Advisory Council – Cindy Hanson
- Veteran’s Affairs Committee – Rachel Cox
  - No report
- Recreational Sports-
• No report

X.  New Business
    No new business.

XI.  Good of the Order

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.