Members Present: Leslee Schauer, Stephanie Arevalo, Korinne Caruso, Dennis Coplen, Meredith Coplen, Carrie Coursey, Gloria Davila, Shawn Elizondo, Jacque Hamilton, Cindy Hanson, Kathryn Funk-Baxter (Advisor), Sara Lopez, Betty Mounts, Gaylen Nuckols, Jonathan Payne, Elizabeth Perez, Rick Reyes, Nora Sai, Ana Billeaux, Marilyn Spencer (Ex-Officio)

Members Absent: Rachel Cox, Ruben Reyes, Debra Cortinas, John Regalado, Debra Redix, Craig McNeill, Sara Morgan

Guests Present: Alyce Davidson, Recreation Sports and Sharron Herrera, Career Services

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: Rosie Ruiz, Associate Director, Employee Development/Compliance Services
Overview: Snack and Study – they would like to have more participation. Please communicate with your constituency and help support this effort. Remember that it’s free, and a second pilot will be coming soon, scheduled for twice a month and will be topic specific.
- Administrative Assistant Affinity group – Starting this January partially to disseminate information for training.
  o Proofing, working with faculty, brainstorming, sharing methodology
  o Eventually would like to meet every other month (Professional development, tools available on web)
- Draft handout – on upcoming development opportunities
- Employee Development Day – Information available at this time is that the topic centered around thinking outside the box.
- Overview of Department: Training and Development customize-able and multi-dimensional (Materials can be provided for additional cost.)
  o Employee relations – Takes both informal and formal complaints as well as offers support for supervisor regarding enhancing employee’s performance.
  o Culture of Compliance - EEO – Violations of civil rights, ADA compliance.
  o Complaint resolution – Sam provides PC report showing the trends on campus
  o Affirmative action – utilization of numbers (demographics)
  o Hiring – Rosie assists search committees for faculty.
  o One Compliance Coordinator with another to be hired soon.
  o Title IX (collaborate with Judicial Affairs)

Islander Forum 1/15
- Department heads encouraged to attend. Speaker will be Jorge Canales.
- 1st Amendment rights on campus
- Contracts and copyrights
II. **Vice-President's Report** – Comparing other System Staff Councils, Lopez found that we’re doing well. We could improve in Community involvement by engaging in more drives, fun-runs, tailgates and Islander Homecoming.

III. **President's Report** - Schauer met with Dr. Susan Wolf Murphy and agreed that the Islander Forum in January will include the following 3 staff focused sessions:

1. Case Studies
2. Tech work (Qualtrics survey) (Marcom guidelines) (Jabber chat)
3. Perks at TAMUCC – (Employee Betterment, EAP, Wellness)
   a. With resource packet handout

   • It has been suggested to Schauer that the Charitable Funds Campaign become a responsibility of Staff Council, specifically the Employee Excellence Committee instead of moving from college to college. Kathryn Funk Baxter agreed that the change would be positive. There is concern among council members that the workload may be too much and that more information is required. It’s agreed that the Council will table until Shay Lee (the most recent person responsible for the campaign) can present in January.

   • Schauer brings to the table the subject of greeting new staff members while delivering Employee Kudos. There is much discussion but ultimately, it’s agreed that the idea should go to the floor for a vote. Motion was made by Gloria Davila and seconded by Gaylen Nuckols to approve greeting new staff members while delivering Employee Kudos. No objection- approval by consent. Motion passes

   • Faculty/Staff meeting – Schauer would like to use the presentation slide showing Staff recognition at the SAC luncheon. There are no objections.

   • Friday Spirit – Encouraged departmental picture – submit photo to Cathy Bridges to showcase at SAC luncheon.

   • Newsletter – send to Cathy Bridges if you would like to highlight your departments or committees accomplishments. Kathryn Funk Baxter will answer 4-5 questions each month for the newsletter. Schauer hopes for a January kickoff to be posted before Islander Forum and be disseminated monthly.

IV. **Treasurer’s Report**

- Staff Council - $10,748.00
- Campus Events - $7,974.00
- Dorothy Yeater Scholarship - $3,024.00
- Ink Cartridges - $353.00
- SAC Gifts - $1076.00
- SAC Revenue - $0.00
Pending: $281.05 (Santa suit and accessories.)

Motion was made by Meredith Coplen and seconded by Liz Perez to accept the Treasurer’s report as written.

V. Historian’s Report
   • No Report

VI. Approval of Minutes
   • Motion was made by Betty Mounts and seconded by Nora Sai to accept the minutes of October 29, 2013 as written.

VII. Committee Reports
   • Benefits and Employee Development – JP Regalado
     o Jacque Hamilton states that on the Employee Development and Compliance Services Office that has information on professional development on their website, please communicate to your constituency.
   • By laws and Constitution – Ruben Reyes
     o No Report – Meeting next week
   • Nominations and Elections – Dennis Coplen
     o Elections start earlier in 2014.
   • University Relations – Gloria Davila
     o Islander Lights is 12/6 – Cindy Roper will be our photographer.
     o Please sign-up to volunteer if you can.

Adhoc Committee Reports
   • Employee Annual Luncheon – Craig McNeil
     o Carrie Miller states that the committee is considering bringing back BBQ.
     o Having a meeting with Reggie Wade to discuss exceptions in December.
     o Suggesting showing staff spirit with the wearing of blue and green that day.
   • Dorothy Yeater Scholarship – Shawn Elizondo
     o Applications are starting to come in.
     o SAC are eligible
     o Recipients will be noted in Newsletter
   • Employee Excellence Awards – Sara Lopez
     o No Report – not met yet

VIII. University Committee Reports
   • Calendar Committee – Leslee Schauer
     o No Report
   • Committees on Committees – Korinne Caruso
     o No Report
• Community Outreach – Jonathan Payne
  o No Report
• Environmental Health & Safety Council – Gaylen Nuckols
  o No Report
• Faculty Senate – Sara Lopez
  o No Report
• I-Adapt-Debra Redix
  o No Report
• Inclusive Excellence – JP Regalado
  o No Report
• International Education Council-Arna Billeaux
  o No Report
• 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
• Veteran’s Affairs Committee – Rachel Cox
  o No Report
• Recreational Sports-Debra Redix
  o No Report
• Homecoming Committee and the Parade Committee-Betty Mounts
  o No Report

IX. New Business
No new business was reported.

X. Good of the Order
• Hamilton – Graduation is on 12/21–Please contact Tiffany Hearne if you can volunteer
  o Requested council access to PC Minutes. Kathryn Funk Baxter suggests posting them to the SAC website.
• Scheaur-Sick Leave Q&A on 12/4 at 3 pm in UC, Swordfish
• Kudos Cup –
  o Tiffany Hearne-Provosts Office
  o Lisa O. Perez-UCSA
  o Roy Coons-Environmental Health & Safety Office
  o Tracy Ramirez-Science and Engineering

XI. 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 4:33 PM.