Members Present: Leslee Basse, Korinne Caruso, Dennis Coplen, Meredith Coplen, Carrie Coursey, Gloria Davila, Shawn Elizondo, Jacque Hamilton, Cindy Hanson, Craig McNeil, Sara Morgan, Betty Mounts, Gaylen Nuckols, Jonathan Payne, Elizabeth Perez, Debra Redix, John Regalado, Rick Reyes, Nora Sai

Members Absent: Stephanie Arevalo, Ana Billeaux, Rachel Cox, Kathryn Funk-Baxter (Advisor), Sara Lopez, Ruben Reyes, Marilyn Spencer (Ex-Officio)

I. Call to Order
The meeting of the 2013-2014 Staff Council was called to order by President Leslee Basse at 3:04 PM.

Guest Speaker: #1 MARCOM representatives Gloria Gallardo, Carrie Miller and Brenda Davis discuss Social Media Procedures-the contact in MARCOM for social media is Brenda Davis.

Overview:
- Student organizations or clubs would not be required to follow this procedure.
- MARCOM requires the use of the design guide online.
- Davis will ‘like’ your department/division page and assist with keeping student information secure (Students can sometimes post personal information without realizing the detriment they pose to themselves by doing so.) She will also monitor for posted threats.
- Dealing with profane language or racism – MARCOM has a statement that can be placed on your page.
- The question was posed: What if you don’t monitor your social media pages on the weekend? Answer: A simply worded “This page is monitored Monday – Friday 8 a.m.-5 p.m. “was suggested.
- Be careful in sharing your passwords with student workers whom may be helping you with marketing efforts on social media. MARCOM suggests placing more mature students in this position.
- Brenda will send quarterly email with updates and policy changes for each social media site.
- Vendors – Any posting on behalf of vendors should be approved through Dr. Hill’s office.
- Question: Department of Kinesiology/SOAR --Can they post about internships? All departments are encouraged to work in conjunction with Career Services.
- Suggestion from Debra Cortinas: Could we have a training offered on maximizing Facebook? (Facilitators would be Rosie Ruiz/Brenda Davis) MARCOM will follow up.
- Think about creating engagement instead of just posting information.
- Be sure to use privacy settings if you don’t want to allow posting to your page.

Guest Speaker: #2 Cindy Hanson – Employee Assistance Program
Brown Bags, Email input to her (credit reports, legal, wills)
- Website address: www.deeroaks.com ->click on HR, ->click on Faculty/Staff ->click on Employee assistance.
Login: UN: tamucc
PW: tamucc
Although it says payment is required, it is not. A code is necessary however. (The code will display when you’re at the page.)

Cindy gave a tour of the website, which included: Resources for the Sandwich Generation, credit reports, legal assistance, counseling etc.

II. **Vice-President’s Report** – N/A (Absent)

III. **President’s Report**
- Korinne Caruso – replaced Anthony Hess
- By-laws are on the Staff Advisory Council website, please review
- After receiving an email from Patrick Larkin about flex time/sick time Q&A, Basse realized she had additional questions and asked that the Staff Council be invited to their meeting to understand better what the faculty is doing regarding this challenge.
- Other staff councils - What are they doing? – Tabled until November

IV. **Treasurer’s Report**
- Staff Council - $10,748.00
- Campus Events - $7,974.00
- Dorothy Yeater Scholarship - $3,024.00
- Ink Cartridges - $223.00
- SAC Gifts - $1076.00
- SAC Revenue - $0.00

One change: Telecomm charge: $23.00

Motion was made by Jacque Hamilton and seconded by Cindy Hanson to accept the treasurer’s report as written.

V. **Historian’s Report**
- No Report

VI. **Approval of Minutes**
- Motion was made by Cindy Hanson and seconded by Nora Sai to accept the minutes of September 24, 2013 as written.

VII. **Committee Reports**
- Benefits and Employee Development – JP Regalado
  - Still looking into the chances of mid-year merit
  - Looking into health benefits changes and getting clarifications
Wellness exam for all employees must be done by next May 2014-need to get the word out
Rosie Ruiz will be the Staff Council guest speaker in November-please let your constituency know.

- By laws and Constitution – Ruben Reyes
  - No Report – not met
- Nominations and Elections – Dennis Coplen
  - No Report
- University Relations – Gloria Davila
  - Gloria – Islander Lights – Cindy Roper will be our photographer.
  - May be happening on Bay Hall lawn, Craig McNeill will be Santa. Volunteers will be needed for wrapping boxes for stage set and on that night.
  - Waivers for photos will be passed around – volunteers needed to walk around with clipboards for waivers and for the candy cane give away.
  - Forward any ideas you may have to Davila.

Adhoc Committee Reports
- Employee Annual Luncheon – Craig McNeil
  - No report – not met
- Dorothy Yeater Scholarship – Shawn Elizondo
  - No Report - Not met but have information from previous years from Maria Lenhart
- Employee Excellence Awards – Meredith Coplen
  - No Report – not met yet

Question from Basse: Committees generally – Has anyone been reached out to, yet? Is it okay to connect with Chairs?

VIII. University Committee Reports
- Calendar Committee –Leslee Basse
  - No Report
- Committees on Committees – Betty Mounts
  - No Report
- Community Outreach – Jonathan Payne
  - No Report
- Environmental Health & Safety Council – Gaylen Nuckols
  - No Report
- Faculty Senate – Sara Lopez
  - No Report
- I-Adapt-Debra Redix
  - No Report
- Inclusive Excellence – JP Regalado
  - No Report
- International Education Council-Arna Billeaux
No Report
- Strategic Planning and Continuous Improvement Council
  - No report
- Student Success and Retention Committee – Leslee Basse
  - No Report
- Parking and Transportation Committee – Rick Reyes
  - No Report
- University Center & Student Activities Advisory Council – Cindy Hanson
  - No Report
- Veteran’s Affairs Committee – Rachel Cox
  - No Report
- Recreational Sports – Debra Redix
  - No Report

IX. New Business
- School Spirit – Basse shares an idea discussed in the Executive Council meeting; all staff wearing green and blue shirts on Friday. Each department could be encouraged by Staff Council and hopefully by University administration. She will discuss with Kathryn Funk-Baxter.
- Christmas Potluck – Basse-12/10 at 11:30 – 1:30 Camden with games. The main entree will be provided by Staff Council and there will be a sign-up sheet for sides.

X. Good of the Order
- Hamilton – Calendar Committee report- Fall 2014 semester to start before Labor Day
  - Michael Rendon is chair
    - Employee Engagement Survey – please take survey to answer Recreational Sports question. Basse reminds Council and there are also questions about Staff Council on the survey.
    - Recreational Sports Wellness Committee – Fostering wellness and applying for grant, if anyone on the committee is interested in contributing, please email her.
    - Strategic Planning – 9 theme groups reporting on 11/20
- Basse – Moral boosters – Islander Olympics, competition use educational component
- L. Perez – Rosie Ruiz mentioned poor response for workshops so she has cut the number she is offering down.
- Cathy Bridges – Website is freshened, please send suggestions and email her to add upcoming events.
- Kudos Cup –
  - Lisa Ramirez – Islander Transition Center
  - Ralph McFarland – Disability Services
  - Elizabeth Palacios – Advisor
  - Gina Concannon-Science and Engineering
XI. **Meeting Adjournment**  
There being no further business, Debra Cortinas made a motion and Jacque Hamilton seconded the motion to adjourn the meeting. Meeting was adjourned at 4:37 PM.