Staff Council
Official Minutes
January 27, 2015


Members Absent: Debra Cortinas (Ex-Officio), Shawn Elizondo, Cindy Hanson, Patrick Larkin (Ex-Officio), Betty Mounts, Karol Stewart.

I. Call to Order
Meeting was called to order at 3:01 p.m. by Sara Lopez.

II. Vice-President’s Report – Meredith Coplen
- Next for Employee Excellence Committee is the staff Excellence awards. The application will go out February 1st.
- Newsletter went out and Coplen would appreciate any feedback. Coplen is accepting ideas for the February newsletter. She already has information on the Islander Forum presentations and results, Student of the Year, and Upcoming Events. If anyone knows of upcoming events please notify Meredith Coplen.

III. President’s Report – Sara Lopez
- Lopez introduced April Bassett that will be temporarily filling in for Catherine Bridges. There were 47 applications for the Administrative Assistant position and only 33 met all the criteria. The committee will meet next week
- Congratulations to Shawn Elizondo who had her baby, Adrian, on Friday.
- Lunch with the President’s Cabinet was rescheduled from December 18th to February 3rd.
- Lopez has been attending the Web Recognition Committee with Debra Cortinas and Lopez will provide more information as it comes.

IV. Treasurer’s Report – Nora Sai
Accounts as of November 30th, 2014
- Staff Council - $10,548.86
- Campus Events - $7,974.00
- Dorothy Yeater Scholarship - $2,131.55
- Ink Cartridges - $930.60
- SAC Gifts - $2,018.69

Accounts as of December 31, 2014
- Staff Council - $10,123.14
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Report approved by consent
V. **Historian’s Report** – Rachel Kirk
   - No report

VI. **Approval of Minutes** – Christopher Palfreyman
   - Jacqueline Hamilton made one correction to clarify the different constituents for Recreational Sports and Human Resources that was located as the first bullet under the Campus Wellness Committee presentation.

VII. **Guest Speaker** – Jennifer Hoang
   - Jennifer Hoang talked about the Big Event that happens on March 28th. It is one day of service from the campus to the community. It is used to thank the community for continued support for the campus. It can be either individuals or a group volunteering at different job sites. Profit and non-for-profit organizations and even individual residents can submit a job request. Everyone can help by either as participating as a team, advocate the event, recommend a job site, or become a sponsor. It can help when departments do the annual WEAVE reports and it helps the university support the momentum 20/20 for Community Engagement. For more information, please contact the Student Activities department at svc@tamucc.edu or Jennifer Hoang at Jennifer.Hoang@tamucc.edu.

VIII. **Guest Speaker** – Ralph McFarland
   LEAD program (Leadership in Excellence and Development) is a 40 hour course in Rosie Ruiz’s office that has a decision paper or brief where you choose a topic about something on campus that you might want to enhance. McFarland choose implementing a recognition award for an outstanding faculty member and staff member that goes above and beyond and surpasses expectation in accommodating a student with a disability. He did the same presentation last Friday to Faculty Senate. The proposal aligns with Momentum 20/20 about celebrating traditions, achievement, and also finding meaningful ways to recognize the staff and faculty. Faculty Senate has already six awards that are in the halls of CCH. Staff has three awards of excellence, engagement, and expansion. Engagement already focuses on inclusion and diversity. The most recent award went out last semester for the online training down in CCH. Half a dozen faculties were recognized for “surpassing expectations.” Each semester the university has around 200 students with various learning disabilities. McFarland asked if recognition were given to a faculty and staff member, would that raise other faculty and staff to become proactive. Some assumptions were made such as currently faculty and staff is not recognized when something is not seen or heard publicly. Another assumption is if there was a recognition program that it would raise the overall campus awareness and perhaps lessen some of the miscommunication of noncompliance behavior. Key findings from the SHRM survey are that organizations like to have recognition programs that enhance positive behaviors. Three course of action are:
   1. Do nothing – leave status quo. The negative is we aren’t raising awareness, not recognizing those that go above and beyond, and not promoting partnerships across campus.
   2. Give a reward separate from the Annual Faculty and Staff award – The positive is do not have to go through President’s Council. A drawback is some people would ask why we are singling out just one group.
   3. Embed an Excellence in Disability and Access Inclusion Award in the existing Annual Faculty and Staff award – The positive is it will enhance disability
awareness and it is more prestigious than a standalone award because in front of a larger crowd. However, it would have to go through President’s Council. McFarland’s recommendation was to have the award embedded in the Annual Faculty and Staff Excellence award. One question that a lot of people asked was what the criteria would be for this kind of award. Inclosing McFarland said some students might have a disability, either new or existing, and might not realize that they actually have a disability or in denial of their disability.

IX. Guest Speaker – Amy E. Kotulski and Lily Gonzalez

Amy introduced a new staff member, Samantha De Melim, Student Activity Coordinator. Samantha will be the primary advisor for Jennifer Hoang and the primary advisor for Service and Aloha Days. Homecoming is in the last week of February starting on the 23rd through the 28th. Faculty and staff can get involved the following ways:

- Spirit Competition - departments and colleges can sign up. They can decorate with any Islander blue green spirit and judges will come by. Theme this year is “Now and Forever, We are Islanders” which incorporates the Anchor Ceremony with the “Then and Now” theme as well as the 20 year reunion with first four year student class. The winners will get a lunch treat for up to $300 that will have to take place sometime in the month of March.
- Volunteer - A volunteer list sent to Sara Lopez. The Homecoming committee needs help with decorating the campus the Friday before homecoming week, February 20th at 3:00 p.m. The Tip Off Picnic Feb is 23rd at 10:30 AM at Camden. They need volunteers with food handlers permits to help serving food. Lighting of the I/Pep rally is Thursday February 26th at 6:30 volunteers are needed at 6:30 for crowd control and making sure students do not get too close to the I. Last year a lot of students got to close for comfort while I was taking pictures. The Friday Fiesta is Friday February 26th from 11:30a.m.-2:00p.m. and volunteers with food handlers permits are needed to.

XI. Committee Reports

- Benefits and Employee Development – J.P. Regaldo
  - J.P. allowed Leslee to talk about the Islander Forum. During the Islander Forum there were staff sessions that were on Thursday. This was the third time it has
happened. Lelsee passed around reports about the four different sessions of Microsoft Word by Jan Brott and Rosie Ruiz, Microsoft Excel by Becky Torres, the Islander Be Well to Excel by Jaqueline Hamilton and Debra Cortinas, and the Inclusive Islander Network by Elizabeth Stevens. There were 116 attendees overall which some were duplicated. 68 were unduplicated and of those, 38 sent responses back which is about a 56% response rate. The response rate is lower than the last Islander Forums which was about 75%. 26% that sent responses back had attended previously. 9 people said they had not been to the Islander Forum before. The longevity was spread across those that had been here for less than a year to over ten years. Faculty and staff makeup was skewed because there were more faculties that attended than what was reported. No one indicated that they would not attend again. One suggestion that was pretty consistent were the Word and Excel training from basic to advanced is needed on campus. Argos, Canopy, Astra, and Banner were some suggestions for other workshops. Christie Roberts may be contacted to do a workshop on Astra, but since a small group of people use Astra it may be a low turnout. Ronnie Emanuel, John Fortiscue, and Michelle Rice together may make a great presentation on Argos. Photoshop had been done before but people had to pay $100 to go to a couple of different sessions. A Women Orientated session was brought up in the last Executive meeting where women leaders for our campus community are brought together and Leslee will talk to Kathy about having the women leaders in a panel that is available for the whole campus community. A couple of other ideas were healthy eating and snacking and volunteer opportunities on campus because volunteer opportunities are sometime hard to find on campus. Time management was another idea. The Islanders Be Well to Excel had 13 attendees but Leslee be lives the low number is because the Excel training went over and even though Becky told the attendees that they could go if they wanted to, many stayed to see the Excel workshop. Leslee also said the computes in OCNR 242 were exceptionally slow.

- Bylaws and Constitution – Karol Stewart
  - Sara had sent out the bylaws that are to be voted on and the council will vote on them in the February meeting.
  - The constitution is being revised as well. The approval process is to go to the council for approval but the membership, the entire staff body, has to also vote on changes to the constitution. Some changes to the constitution will be presented most likely to the executive council’s next meeting.

- Nominations and Elections – Jonathan Payne
  - No report

- University Relations – Carrie Coursey
They will be meeting later this month and the next event is the Administrative Professional Appreciation.

- Staff Annual Luncheon – Dennis Coplen
  - They have met with catering once and have come up with a theme to embrace the diversity on campus with an around the world theme. The luncheon will be getting away from the BBQ. There will be four stations with food samples from different areas of the world: Europe, North America, South America, and Asia. J.P. and Leslee will help with the volunteers.

- Dorothy Yeater – (Tiffany Hearne)
  - The committee met after the Christmas break. April 22nd is Administrative Professionals Day. Sales for the Administrative Professional Day will start around March 15th and presales would take place at Staff Luncheon all the way to April 17th. Volunteers are needed for stuffing bags that would have healthy snacks and something sweet. Volunteers are also needed to help deliver those items. Tiffany did not get a final update from Shawn about the Summer Scholarships.

- Employee Excellence - Meredith Coplen
  - Covered in the Vice-President’s report.

XII. University Committee Reports
- Calendar Committee – Sara Lopez
  - No report
- Committees on Committees – Gaylen Nuckols
  - No report
- Community Outreach – Ruby Pollard
  - No report
- Environmental Health & Safety Council – Dennis Coplen
  - No report
- Expressive Activity – Leslee Schauer
  - The committee will meet on February 11th
- Faculty Senate – (Rachel Kirk)
  - Ralph McFarland did his presentation of the recognition award for outstanding faculty and staff to accommodate students with disabilities.
  - The tenure track faculty workload was discussed. There was a Proposal for a new Master’s in Chemistry. The Provost updates went out to all faculties but Rachel believed all staff got them as well. The Academic Affairs Staff received the Provost updates so they will forward the update to the Staff Council.
  - The Faculty Senate is updating their constitution.
- I-Adapt-Jennifer Weir
  - The committee met on January 12th and the next meeting is on February 9th. For the month of January, there are focus groups being conducted on campus of students and their feelings and reactions of drug and alcohol and recent events that have happened on and off campus.
  - The university had their SBI (Screening and Brief Intervention) from an organization called Texans Standing Tall. The university had its grant renewed for $7,000. The university is the flagship of all the different universities that participated so the university gets more money than the other universities. The university has had the grant since 2011.
- Inclusive Excellence – J.P. Regalado
The diversity website is on the homepage. The website shows all the diversity and inclusive activates on campus. The website is at http://tamucc.edu/marcom/diversity/

- International Education Council - Rachel Kirk
  - No report
- Strategic Planning and Continuous Improvement Council -
  - No report
- Student Success and Retention Committee – J.P. Regalado
  - Meeting is tomorrow.
- Parking and Transportation Committee – Derek Vest
  - There has not been a meeting since Derek was added to the contact group. However, there is another meeting in April or May. Vest was sent the minutes from the last meeting. The committee is going to evaluate the parking situation for mainly the residential areas to see if there is a need for the amount of parking that is allocated to the residents. The committee will be taking pictures and seeing how full the parking lots are during the day different parts of the day. The committee is also working with IT to find a way for faculty, staff, and students to pay for parking with their Sanddollar cards. Hopefully, it will be ready by next fall. Rachel mentioned that many staff members have asked her to advocate more parking for faculty and staff in the parking garage. Vest will bring that up in the next meeting. Kirk said many staff has asked to advocate more additional reserved parking in the parking garage. Most everyone asked first floor be reserved parking for faculty and staff. The first floor does sell at a higher rate, but many said they will be willing to pay the higher price for the first floor. Staff are here Monday thru Friday from 8-5 and if they have to leave for a meeting, it is hard to find a parking space again. Meredith said perhaps the students could be included in that proposal as well. Kirk said other places faculty and staff do not have to pay or we used to have gated parking. Leslee said reduced price is only available to students. If anyone is willing to pay the premium to let them go for it, but Leslee still said that perhaps the first floor could be all reserved parking.

- University Center & Student Activities Advisory Council – Karen Cullinan
  - No report
- Veteran’s Affairs Committee – Christopher Palfreyman
  - No report
- Recreational Sports - Jacqueline Hamilton spoke for Judy Harral
  - No report but the committee met February 6th and Hamilton wanted to remind everyone about the Recreational Sports Referendum which is on the website at: https://recsports.tamucc.edu/Referendum.html.

XIII. New Business

XIV. Good of the Order

- Schauer said that Elizabeth Stevens is trying to market the safe zone training that she presented in the Islander Forums. As we move to a more inclusive and diverse university, the faculty, staff, and student workers need to become safe zone friendly to be an advocate for diversity and can get a sticker to place on door or computer for students to identify those safe zone participants. There is another session for safe zone training on February 17th. The safe Zone training is two and a half hours and it was suggested that
perhaps she can come to the Staff Council to do a presentation. She can do a workshop for whole departments but she asked to keep the class to no more than 20 people. Contact Elizabeth Stevens if you are interested for a session.

- Hamilton said the Islander rewards program had 21 people who met goal last semester. The names are posted on the Be Well to Excel website. The new Islander Rewards program has begun.
- Carrie said the President’s Ball is happening this weekend. It is $150 per ticket or $1,250 per table. There are three tables still open if your department is looking for a table. Call 5749 and talk to Angie Herrera if you are interested. March Distinguished Speaker Series will be presenting Jeff Corwin, conservationist. Tickets are $28 to $148. The $148 tickets are VIP. Tickets go on sale February 18th. To buy tickets early, you can get them from the Patrons Society, which you need to join. Contact Belinda Rocha 2763.
- Carrie Coursey passed out Kudos and the following were selected:
  - Judy Shelton, Telecommunications
  - Katrina Eyring, Budget
  - Liz Perez, College of Education - Kinesiology
  - Dora Garza, CASA
  - Hilda Mihalco, College of Science and Engineering

XV. Meeting Adjournment

There being no further business, meeting was adjourned at 4:21 PM