Staff Council
Official Minutes
October 28, 2014

Members Present:  Dennis Coplen, Meredith Coplen, Debra Cortinas (Ex-Officio), Carrie Coursey, Shawn Elizondo, Ronnie Emanuel, Valerie Gibbons, Jacqueline Hamilton, Cindy Hanson, Tiffany Hearne, Rachel Kirk, Patrick Larkin (Ex-Officio), Sara Lopez, Betty Mounts, Christopher Palfreyman, Jonathan Payne, Ruby Pollard, John (JP) Regalado, Nora Sai, Leslee Schauer (Ex-Officio), Karol Stewart, Jennifer Weir.

Members Absent:  Karen Cullinan, Kathryn Funk Baxter (Advisor), Judy Harral, Gaylen Nuckols, Derek Vest.

I. Call to Order
Meeting was called to order at 3:08 by Sara Lopez.

II. Vice-President’s Report – Meredith Coplen
• Since Meredith was out Patrick Larkin spoke about the Faculty Senate meeting. They have had various speakers come in such as Margaret Dechant, Ana Billeaux, Ann DeGaish and Angela Walker.
• Faculty Senate has worked on a number of policies such as workload, merit procedure and equity.

III. President’s Report – Sara Lopez
• There was a new committee formed called the Expressive Activity Committee, Leslee Schauer will go to those meeting as a representative.
• Keep encouraging “Blue and Green” Fridays.
• If anyone wants to add information to the Newsletter, please contact Catherine Bridges by the 10th of the month

IV. Treasurer’s Report – Nora Sai
• Staff Council - $12,126.84
• Campus Events - $7,974.00
• Dorothy Yeater Scholarship - $2,113.55
• Ink Cartridges - $930.95
• SAC Gifts - $1,818.12
Motion was made by Christopher Palfreyman and seconded by Cindy Hanson to accept the treasurer’s report.

V. Historian’s Report- Rachel Kirk
• No report
VI. Approval of Minutes – Christopher Palfreyman
   - Minutes were read by Christopher Palfreyman. A correction was noted from Meredith Coplen that Lily Gonzalez from Student Activities as not recognized for receiving Kudos. Motion was made by Jacqueline Hamilton and seconded by Leslee Schauer to accept the minutes of September 23, 2014 with corrections.

VII. Old Business
   - None.

VIII. Committee Reports
   - Benefits and Employee Development – JP Regalado
     o The committee will continue to work for professional development by working with Rosie Ruiz from the Employee Relations Office with Professional Development Day and HR workshops. Any requests can be considered for making a workshop or event.
     o The committee is looking at how to solicit people for “Why I Work Here” to reflect diversity. Volunteer information will come out in the next Newsletter.
   - Bylaws and Constitution – Karol Stewart
     o Met and made changes to the By-Laws. Chris Palfreyman presented the changes to the Staff Council. Discussion and approval will begin in the next meeting.
   - Nominations and Elections – Jonathan Payne
     o No report
   - University Relations – Carrie Coursey
     o Carrie said Kudos should be given to those that delivered Kudos. Those that delivered Kudos were Catherine Bridges, Valerie Gibbons, Tiffany Hearne, Nora Sai, Jennifer Weir, and Cindy Hanson. It was suggested that candy could be placed in the next Kudos mug. Catherine Bridges sent out an e-mail to the employees receiving the Kudos and their corresponding supervisors.
     o The Break in the Fall will be on November 5th from 1:30 to 3:00 in the Hector P. Garcia Plaza. Rich Hernandez from Media Services will attend for audio. For the event, the committee is asking for empty 2 liter bottles, hay bales, pumpkins, and scare crows. Staff Break in the Fall t-shirts will be given out as prizes and will also be sold for $6.50. The event will be advertised through Campus Announcement pending Kathy Funk-Baxter’s approval. The announcement will have a link that will direct people to a flyers that will be posted on the Staff Council website.
     o Islander Lights will be in the CI Courtyard on November 21. From 5:15 p.m. to 6:15 p.m. will be photos with Santa. A Santa volunteer is still being looked into. Cindy Roper is taking pictures and in the event she cannot make it, Jeff Janko will take pictures. The Lighting of the Islander lights will be in the Lee Plaza at 6:30 p.m.
   - Dorothy Yeater – Shawn Elizondo
     o 43 pens were sold for Boss’s Day which was October 16, 2014. The Pens were delivered in the morning. Registration for classes begins Monday, November 3, 2014. The Dorothy Yeater Scholarship will open up for nominations shortly after
that. There will be information on the November Newsletter. Winners will be notified before the Christmas Break.

- Administrative Professional Day is in April. Gifts will be insulated bags with healthy snacks.
- Employee Excellence – Cindy Hanson talked for Meredith Coplen
  - 19 volunteers were at the PizzaRama event. Recsports set up the Jail House and iced down the drinks. The Jailhouse received over $200 and PizzaRama received over $700. Over all donation not including online donations received over $6,000. There will be a follow up meeting that will include what went well and what can be done differently. SECC officially ends on November 3rd. An e-mail will be sent out to the captains to see if any additional packets were turned in.

IX. 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
  - Will have a report next meeting
- Faculty Senate – Meredith Coplen
  - No report
- I-Adapt-Jennifer Weir
  - November 20th is the Great American Smokeout. Colleges against Cancer help support those that can stop smoking cold turkey by selling cold turkey sandwiches. There is not a Colleges Against Cancer on campus. People will be directed to Rudy’s BBQ for receiving a cold turkey sandwich for quitting cold turkey.
- Inclusive Excellence – J.P. Regalado
  - The committee will meet in November or December.
- International Education Council- Rachel Kirk
  - The committee will meet in November.
- Strategic Planning and Continuous Improvement Council -
  - No report
- Student Success and Retention Committee – J.P. Regalado
  - J.P. Regalado is not representing the Staff Council at the committee meetings but does attend them. The committee met last week to find ways to make sure the committee does exist and stays active.
- Parking and Transportation Committee – Derek Vest
  - No report
- University Center & Student Activities Advisory Council – Karen Cullinan
  - No report
- Veteran’s Affairs Committee – Christopher Palfreyman
  - No report
- Recreational Sports- Jaqueline Hamilton spoke for Judy Harral
  - The committee is represented by 6 students, 2 faculty, and 2 staff. Recreational Sports is looking at raising the Rec Sports fee which was last raised in 2007. The
feed will go from $10 to $18 per credit hour with a cap at $175 which is comparable to $45 a month at Gold’s Gym. The fees will be tiered over three years. The first year, a Nutritionist position will be added, a project for the artificial turf at the momentum will start, and student wages will increase to stay competitive. In the second year, construction for turf and lights will begin and an aquatics project will be looked at. In the third year, construction for aquatics will begin.

X. Guest Speaker –Zelda Chacon, Associate Director-University Health Center
   • Presented a PowerPoint about Ebola and educated the Council about the disease, the symptoms and how it disease is spread.
   • Ms. Chacon mentioned it is policy of the CDC that screening questions are used when patients show symptoms of Ebola. The University Health Center is asking students those questions first at the front desk and again with the nurse. Screening involves questions about being in contact with someone that may be infected or visiting a region that has an Ebola outbreak.

XI. New Business
   • Ryan Beard- Director of academic Policy and Institutional Effectiveness
     o Presented 2 proposals that are going through review process before they are implemented. The first proposal prohibits discrimination against student that are pregnant. The second proposal is about reasonable accommodations for disabled employees.
     o If any corrections or comments are found or thought of, they should be sent to Sara Lopez and she will send those to Ryan Beard.

XII. Good of the Order
   • Carrie Coursey passed around paper ballots to vote on four people that would get a kudos mug. Those four were Stephen Gallardo with College of Education, Victor Ioina with Recreational Sports, Melissa Windle with Costal Bend Business Innovation Center, Ida Moreno with Accounting, and Susan Hamilton with South Texas Institute of the Arts.
   • Karol Stewart mentioned that the Christmas Tree Forrest will be setup November 17th and 18th. Saturday December 13th is Family Fun Day from 10:00 a.m. to 2:00 p.m. Santa will also be there taking pictures. The first 1,000 will get a free gift bag from HEB.
   • Voting is on November 4th, but early voting is held at the Michael and Karen O’Connor building in room 135 on Wednesday October 29th from 9:00 a.m. to 5:00p.m. League of Women Voters has information on all the candidates and you can print out the selections you made when you go to vote.
   • There is confusion about the Lost and Found which was located at the University Center. It is now temporarily located at Sand Piper in room 201. Monica Kingsbury for Lost and Found can be contacted at extension 5202.
   • Debra Cortinas-Islander Job Process to be upgraded early November. The goal is to have staff postings in the current system to be closed by 5:00p.m. on November 12th. Training will be held November 7th and 10th.
   • Victor Ioina and Ricardo Reyes were recognized for their help for the jailhouse and for setting up the pipe and drapes for the Hispanic Heritage Month Event.
• The Chancellor’s Wellness Initiative is developing a survey is being developed for faculty and staff to access their health needs.
• December 16th is the Potluck at the Art Museum. A white elephant gift exchange will take place. Time for the potluck has not been set.

XIII. Meeting Adjournment
There being no further business, Christopher Palfreyman made a motion and J.P. Regalado seconded the motion to adjourn the meeting. Meeting was adjourned at 4:26 PM