Members Present: Dennis Coplen, Meredith Coplen, Debra Cortinas (Ex-Officio), Carrie Coursey, Ronnie Emanuel, Jennifer Escamilla (Proxy for Cindy Hanson), Kathryn Funk Baxter (Advisor), Valerie Gibbons, Jacqueline Hamilton, Judy Harral, Tiffany Hearne, Rachel Kirk, Patrick Larkin (Ex-Officio), Elizabeth Palacios (Proxy for Shawn Elizondo), Christopher Palfreyman, Jonathan Payne, Ruby Pollard, John (JP) Regalado, Nora Sai, Leslee Schauer (Ex-Officio), Karol Stewart, Derek Vest, Jennifer Weir.

Members Absent: Karen Cullinan, Shawn Elizondo, Cindy Hanson, Sara Lopez, Betty Mounts, Gaylen Nuckols

I. Call to Order
Meeting was called to order at 3:02 p.m. by Leslee Schauer.

II. Vice-President’s Report – Meredith Coplen
- There are 4 options for choosing which holidays the University will offer in the next fiscal year. Those four options are:
  1. Does not include Labor Day but three days Spring Break.
  2. Does not include Memorial Day but three days Spring Break.
  3. No Labor Day but two Days off in Spring Break and Memorial Day off.
  4. Labor Day and Memorial Day and one Day in Spring Break off.
Option 4 was selected by majority vote.
- A correction for the “Did you know” section of the newsletter was sent to Catherine Bridges. Leslee asked to have Islander Spirit photo, to be sent to her for Annual Luncheon.

III. President’s Report – Sara Lopez – (Leslee Schauer)
- We would have two guest speakers: Debra Cortinas which will talk about the Star Reward and Kathryn Funk-Baxter which will talk about the report from PricewaterhouseCoopers. Special welcome to Richard Longoria from College of Business and Sharon Herrera from Career Services. Also to Elizabeth Palacios who is filling in for Shawn Elizondo and Jennifer Escamilla who is proxy for Cindy Hanson.

IV. Treasurer’s Report – Nora Sai
Accounts as of January 31, 2015
- Staff Council - $9,839.64
- Campus Events - $7,974.00
- Dorothy Yeater Scholarship - $1,524.55
- Ink Cartridges - $1,186.25
- SAC Gifts - $2,026.69
Motion to approve was made by Rachel and seconded by Meredith and was approved by consent

V. Historian’s Report- Rachel Kirk
- No report
VI. **Approval of Minutes** – Christopher Palfreyman

- A correction from Valerie Gibbons was made for the departmental email for the Student Activities Department. The e-mail should be svc@tamucc.edu. Motion to approve with corrections was made by Jacqueline and seconded by J.P. and were approved by consent.

VII. **Guest Speaker** – Debra Cortinas

- Debra Cortinas talked about a web based software called the “Above and Beyond Recognition.” The “Above and Beyond” is a logo that the President’s Cabinet came up with. It is being used to create a culture of appreciation on campus. HR was getting feedback that some people felt un-appreciated. The entire campus based community is encouraged to utilize the web based software. It is hosted on an outside web host called OCTanner. It will go live March 9th. An e-mail will be sent out this week announcing the launch date and another e-mail will be sent on March 9th. There are posters being put up that read “Have you seen great today” to market the recognition software. Everyone will have a generic password which will require everyone to change when they first login. The username is everyone’s island id. The web based software will allow people to send e-buttons and e-cards to others to thank them, to welcome a new employee, or to mention happy birthday. The e-cards have different backgrounds and colors to select from. Once an e-button or an e-card is sent, that message is passed to the Hall of Fame where everyone can see it. Comments can be added to the Hall of Fame items. Under my account, there is a place where everyone can load up their own picture. It was encouraged to load up your picture associated with the Outlook accounts and Sanddollar cards. When a recipient is getting a message, the recipient’s supervisor is carbon copied. Other campus members can be added to the carbon copy field. When receiving an e-card, the recipient will get an Outlook e-mail with a link to view the e-card. When a person is recognizing another person on the software, a core value from a drop down list of five values needs to be selected. The program is an effort to tie recognizing with the five core values. On the software home screen, there is a link called values and behaviors that gives a definition to each of the five core values. There is a toolbox that shows how much activity that is going on. Under SMARTS report, supervisors can see reports of how many e-cards and e-buttons are sent and received to and from their subordinates. The reports can be printed or exported to a PDF. Under My Account, each individual person can see what strengths were mentioned in the messages that were sent to them. Also each person can see what was sent and received for them. To opt out of having e-buttons and e-cards sent to the Hall of Fame, Under My Profile, there is an option to opt out of recognize sharing. To get the new employees involved, this will be talked about in the New Employee Orientations.

VIII. **Guest Speaker** – Kathryn Funk-Baxter

Kathryn Funk-Baxter talked about a report that came from Price Waterhouse Cooper. The company was hired to study the main campus and did a cost study of all of their agencies. The study of Texas A&M University-Corpus Christi was part of the second phase. The report was received in December 2014 and the university had until January 6, 2015 to give a response back to the draft. The University gave two sheets back of clarifications and questions. Price Waterhouse Cooper is still looking at the responses and will release the final report in aggregate for all regional universities. The recommendations for the university will likely not change.
Corpus Christi had the lowest administrative cost ratio besides Texas A&M International. If all recommendations are implemented, the university could save $900,000 a year. 19 staff positions, which are almost all filled, are recommended to be eliminated which the monies from there would be placed back into instruction and research. The university does not agree with all the recommendations and has formed three committees to try to achieve cost savings that could be reallocated and reduction of administrative costs achieved. Those committees are Academic Services chaired by Dr. Chris Markwood, Student Services chaired by Dr. Donald Albrecht, and Institutional Support chaired by Dr. Trent Hill. Kathryn Funk-Baxter serves as the research and data person in all three committees. Each committee has already met and each has two charges which are to look at the administrative structures and to look at efficiency and effectiveness areas. Each committee will come up with recommendations that makes sense and is reasonable for this campus by the end of March. The president will then study the recommendations. Changes will be implemented for the next budget cycle. Please let chairs know of ideas. The rumor that all vacant positions would be eliminated to save millions of dollars applies only to the main campus. As the Texas A&M-CC campus grows, things will change so that is being considered now and since the university has an idea where it is headed all of that will be taken in account when looking at recommendations. The three committees are looking at what are good efficiencies to reduce cost in a smart way. The committees are not looking at just positions to be eliminated, but at new processes and centralizing current processes and procedures. The committees are looking at new revenue opportunities as well. An example was given about the cell phone allowances amounts which are outdated and may be reduced to reflect current lower cell phone plans.

IX. Old Business
   - None.

X. Committee Reports
   - Benefits and Employee Development – J.P. Regalado
     - J.P. Regalado said he received a good number of recommendations and self-nominations for the “Why I Work Here” video.
   - Bylaws and Constitution – Karol Stewart
     - Karol passed out the recommended changes to the revisions of the By-laws and Christopher presented them. Valerie made a motion to approve Bylaws as amended and J.P. Regalado seconded. The amended By-laws were passed.
     - Christopher presented the changes to the constitution. It was opened up to discussion. J.P asked about gender identity if that was the verbiage that was going to be used. Debra said we should be able to use the verbiage off the President’s Annual Affirmation letter which can be located of the President’s welcome page. Meredith said that the by-laws in the constitution were misspelled because there was no hyphen. Leslee read the wording from the President’s Annual Affirmation Letter and it was decided to use that line instead which Karol will change.
   - Nominations and Elections – Jonathan Payne
     - No report
   - University Relations – Carrie Coursey
     - They will meet in one week and the kudos were delivered today.
   - Staff Annual Luncheon – Dennis Coplen
They are meeting weekly. The luncheon is moved from the Island Hall to the Anchor Ballroom to showcase the new ballroom to the campus. The committee is haggling with the menu with Shane and will meet with him tomorrow. They are working on getting entertainment from student groups. Cindy Roper has volunteered to operate the Photo Booth. For the prizes, April indicated that there were eight donations and a couple of other groups should be donating as well. Leslee passed out a volunteer sign in sheet. The volunteers will get together to eat at 10:30. Karol volunteered the Art Museum for a donation. Leslee asked for all departments to send in their spirit photos. Tiffany asked if Dennis had a table for the Dorothy Yeater presales for the Administrative Professional Appreciation. Dennis asked Tiffany to send him an e-mail.

- Dorothy Yeater – (Tiffany Hearne)
  - No report
- Employee Excellence - Meredith Coplen
  - Nominations for Employee Excellence Award are live but none were received as of yet. Meredith mentioned to the Faculty Senate, and to Kathryn which will bring it up in her F&A meeting, and to Dr. Albrecht’s Student Engagement and Success Council Meeting. The committee will meet next month to go over the five core values. Kathryn Funk-Baxter said she is writing university procedures for the Employee Excellence Awards. She will send the procedures to the committee for review. It was found that directors are not eligible for the Employee Excellence Award. Sara is going to check with Terri Howe on why that is since she was on the committee a long time ago. J.P. said we should look at what the goal is, if it is to increase the number of nominations, then we should consider adding directors in the pool of available recipients. Leslee said that directors should be acting with exemplary behavior to begin with and are paid more to do that, but since things have changed that maybe it is time to add them in. Meredith said that before that physical plant was part of the staff pool, do the pool of recipients was a lot larger. Jacqueline said that when directors are recognized for something, it is usually their staff that do a lot of the work and they need to be recognized to. Debra Cortinas said that when it first started, it was stated that this year directors are excluded and it just carried forward. Debra said that there could be another ward for directors or that the monetary award can go to the department for development dollars. There is a question on how to fit in Ralph McFarland’s idea on a disability services award. One suggestion was to have it specific to his department. Kathryn said the University Police Department has their own award as well. Another idea was to keep the ward in his department but have it awarded during the Employee Excellence Awards.

**XI. 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**
  - Father Matt was on campus. The committee is revising the freedom of speech, assembly, and demonstration procedure for visitors such as Father Matt or anyone. The committee is looking at how to educate the faculty and staff on the new policies and procedures for requiring permits from students and the role of UPD through either a workshop in Employee Development Day or in TrainTraq. UPD cannot simply arrest visitors that do not adhere to policy and procedure because some visitors violate those procedures on purpose so that if they are arrested, they could file a lawsuit against e University.

• **Faculty Senate – Meredith Coplen**
  - The Faculty Senate is reviewing their constitution.
  - The post tenure review did not pass and it will go back to the drawing board.
  - Jennifer Hoang presented on the “big Event” and the faculty were very supportive and either have service component or are offering extra credit to their students if the participate in the “Big Event”.
  - Meredith mentioned the Staff Annual Luncheon and the Employee Excellence Awards.

• **I-Adapt-Jennifer Weir**
  - The committee met February 9th and their next meeting is March 9th. They have a table at the faculty/staff vs. Student basketball and at Homecoming parade and tailgate party for making smarter choices. The committee will have a table for Wild and Wacky Wednesday which is on March 11th. April 14th is walk a mile in red shoes for awareness and prevention of sexual assault and domestic violence. Jennifer will find out will the walk is located.

• **Inclusive Excellence – J.P. Regalado**
  - No report

• **International Education Council- Rachel Kirk**
  - No report

• **Strategic Planning and Continuous Improvement Council -**
  - No report

• **Student Success and Retention Committee – J.P. Regalado**
  - No report

• **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- Judy Harral**
  - The referendum passed with 669 for and 74 against. The committee met before the voting and Jacqueline gave a presentation to the committee for the different phases of the cost increases and has more information at [https://recsports.tamucc.edu/Referendum.html](https://recsports.tamucc.edu/Referendum.html).

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**XII. New Business**

- No new business

**XIII. Good of the Order (1:20:00)**
• Meredith said that the Human Resources retiree luncheon is on April 24th at 11:30 and the Islander rewards are at 1:30. There is a hospitality room for the retirees at 10:30 to 11:30 for colleagues to meet for coffee. All three events will be in the Anchor Ballroom.
• Leslee mentioned about the unisex bathrooms that were brought up in the Islander Forum before the previous one and continued to say that the Diversity and Inclusive Excellence Committee was able to put a map on their page showing all the unisex bathrooms on campus. The problem the map is three clicks away from the front page and one has to know where they are going to find the map. Leslee worked with Ashley Larrabee if the unisex bathroom campus map could be placed in the campus maps link which is one click away from the home page.
• Karol passed around brochures that had a 2015 exhibition schedule on it.
• Jacqueline said that Debra and she did their wellness presentation to Finance department and to other groups which was received well. Also the Faculty Staff Wellness closed today with over 200 responses.
• J.P. said that we need to pay attention to the state legislation about campus carrying.
• Carrie Coursey passed out Kudos and the following were selected:
  o Terrance Oprisko, Information Technology
  o Catherine Bridges, Academic Affairs
  o Craig McNeil, Information Technology
  o Yvonne Salas, College of Business
  o Elisabeth Stephens, Student Affairs

XIV. Meeting Adjournment
There being no further business, Hearne motioned and Hamilton seconded the meeting to be adjourned. The meeting was adjourned at 4:30 PM