Staff Council
Official Minutes
April 28, 2015

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

Members Absent: Karen Cullinan, Shawn Elizondo, Bryant Griffith, Sara Lopez, Terry Tatum (Advisor)

I. Call to Order
Meeting was called to order at 3:04 p.m. by Meredith Coplen.

II. Vice-President’s Report – Meredith Coplen
• Coplen gave praise to the Administrative Professional Celebration that Carrie Coursey and the University Relations committee organized. Also to Tiffany Hearne who also helped raise funds for Dorothy Yeater and for helping Shawn Elizondo in stuffing the bags for the Administrative Professionals.
• The newsletter is supposed to go out today. Topics for next month’s newsletter are the Employee Development Day, the winners for the Employee Excellence Awards, and the Art Museum has a Summer Camp. Other ideas should be sent to April. The May newsletter will go out the third week in May right before Employee Development Day.
• The Employee Excellence Awards received 17 nominations and 16 were eligible. Coplen had some lessons learned and is working on some standard operating procedures and will suggest this be utilized in the future, along with what Kathryn Funk-Baxter has written for employee awards. Coplen would like to share this with the Employee Excellence committee in May.
• Coplen was not able to attend the Faculty Senate meetings since it was Kathryn Funk-Baxter’s going away party and the Faculty Senate is not having any more meetings until the next academic year.

III. President’s Report – Sara Lopez
• No report

IV. Treasurer’s Report – Nora Sai
Accounts as of March 31, 2015
• Staff Council - $8,489.26
• Campus Events - $7,918.37
• Dorothy Yeater Scholarship - $1,558.55
• Ink Cartridges - $1,266.35
• SAC Gifts - $2,565.69

Motion to approve was made by John (JP) Regalado and seconded by Jaqueline Hamilton and was approved by consent

V. Historian’s Report – Rachel Kirk
• No report
VI. Approval of Minutes – Christopher Palfreyman
   • Corrections were given by Cindy Hanson. Motion was made by John (JP) Regalado and Tiffany Hearne to approve by consent with corrections.

VII. Vote for New Parliamentarian
Since Jaqueline Hamilton, the parliamentarian, is retiring in May a new parliamentarian needs to be voted in. The new parliamentarian must attend the executive council meeting as well as general council meeting. Leslee Schauer nominated Jennifer Weir for new parliamentarian which Jennifer Weir accepted. With no other nominations, Judy Harral and Rachel Kirk made a motion to close the nominations. Jennifer Weir was accepted as the new parliamentarian without contest.

VIII. Update on UC – Meredith Coplen
Coplen handed out a flyer with location information and the Grand Re-Opening date of the University Center. Coplen noted that the International Education office will not move into the University Center until after commencement. The old ballrooms will need a few more weeks to be ready. The Legacy Ballroom just had a new paint job and carpet has been installed. There is no news on the piano that was in that ballroom. If anyone would like to book a room, please contact Megan Klingler at Megan.Klingler@tamucc.edu or at extension 3276. The Grand Re-Opening is Friday May 1st starting at 10:00 a.m. at the Anchor Ballroom entrance.

IX. Old Business
   • None

X. Committee Reports
   • Benefits and Employee Development – J.P. Regalado
      o Pre-registration for the Employee Development Day is now open at http://tder.tamucc.edu/. In the link there are the course schedules and the description of courses and a link to sign up where you pick your courses for each session. There will be a Safe Zone training course in the morning as well as an Excel intermediate to advanced training course in the morning and afternoon. Employee Development Day is on Wednesday May 20th.
   • Bylaws and Constitution – Karol Stewart
      o Two general meetings ago, the committee proposed changes to the constitution, amendments to the changes were presented. There was one section in Article X that had a non-discrimination statement. It was decided last meeting that the statement from the President’s Reaffirmation of Commitment to Equal Opportunity would be a better statement to use. In the last meeting, the Staff Council Secretary presented that change to the council and the council will vote on the changes this meeting. There was a motion to pass the constitution with amendments from Rachel Kirk and seconded by Cindy Hanson. The changes were approved unanimously. The changes will now go to Terry Tatum which he will present those changes in the President’s Cabinet and if it is approved there, the general membership (entire TAMUCC staff) will then vote on the changes.
   • Nominations and Elections – Derek Vest
Jonathan Payne had to resign his position so Derek Vest will provide the needed IT expertise to this committee.

- University Relations – Carrie Coursey
  - The third Annual Administrative Professionals Day was on Friday April 17th from 9:30a.m. to 11:00a.m. in the Performing Arts Center. There were 183 invitations that went out. 74 sent a yes RSVP and 3 said no. Leslee Schauer was the emcee. A suggestion for future events was to have an icebreaker or some kind of game to get all the Administrative Professionals to interact with each other.
  - All the Kudos were distributed except for Danny Feitel and Sara Goede which will go out this month.

- Staff Annual Luncheon – Dennis Coplen
  - No report

- Dorothy Yeater – (Tiffany Hearne)
  - There were 100 bags for the Administrative Professionals and 99 were sold. One went missing. The monies are for the Dorothy Yeater Scholarship which will open up for the summer soon.

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

**XI. University Committee Reports**

- Calendar Committee – Sara Lopez
  - No report

- Committees on Committees – Gaylen Nuckols
  - No report. Sara Lopez will replace Gaylen Nuckols position on the committee.

- Community Outreach – Ruby Pollard
  - No report

- Environmental Health & Safety Council – Dennis Coplen
  - No report

- Expressive Activity – Leslee Schauer
  - No report

- Faculty Senate – Meredith Coplen
  - No report

- I-Adapt-Jennifer Weir
  - Yesterday and today I-Adapt held an event with their funds from the Texans Standing Tall grant which includes Screening and Brief Interventions. There are 10 people interviewing students with alcohol use and a score was given. Today there were 103 students came through and yesterday there were 117 students that came through. Students were given a t-shirt and cookies.

- 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
  - There was a subcommittee meeting about data and tracking student retention and progress. The subcommittee felt good on the access and accuracy for the data.

- Parking and Transportation Committee – Derek Vest
On September 1st, the parking permits for visitors for events and community outreach will increase from $2 to $3. The general parking for the 2016 fiscal year will stay the same. Citations will be $25 and if a person receives two warnings it is $25. Only on the first day of classes there will be warnings but no citations for not having a parking pass and if that person still continues to park then they will receive a citation. The Turtle Cove behind Island Hall and University Center will have more handicap spaces. The motorcycle spots in the Turtle Cove will be removed to make room for the handicap spaces. The audio boxes for the exits on the parking garage were fixed and the entrance audio boxes are not needed. The committee did not believe there needed to be any more reserve spots in the parking garage for faculty and staff.

- University Center & Student Activities Advisory Council – Karen Cullinan
  - No report
- Veteran’s Affairs Committee – Christopher Palfreyman
  - No report
- Recreational Sports - Judy Harral
  - Dr. Jaqueline Hamilton will have a retirement reception on May 8th in the Dugan Wellness Gym at 2:00 p.m.

XII. New Business
- No new Business

XIII. Good of the Order
- Derek Vest had a request that was given to him to pass to Dr. Jacqueline Hamilton that some people wanted more beginner classes given at the Recreational Sports and also to have some classes just for faculty and staff since some may feel self-conscious in front of younger students.
- Leslee Schauer said the Islander Forum is August 19th. There is a call for proposals and will include other Texas two – four year institutions. For lunch there will be a student panel for underprepared students and their inclusiveness experience. Leslee secured the President of new Pride Alliance group and is looking for a student representatives from Disability Services, Islander Cultural Alliance, SOAR, and Student Support Services to get the underrepresented students out there.
- Meredith Coplen said for people to e-mail her ideas for the the Staff Council retreat in August.
- Karol Stewart said that May 7th is an exhibition member reception for Warhol Myths and Legends as well as the ongoing TAMUCC fine art faculty exhibition. You will be able to see the artists and their artwork. There is also $100 membership level which allows one to receive additional invitations for VIP parties and an after party including one next Thursday and at this level one is part of the National Association of Reciprocal Membership which allows one to have free entrance to over 700 museums nationwide.
- Debra Cortinas thanked April Bassett for sending out the information for the Free Wellness Exams on campus. All employees on the BCBS insurance have to have their wellness checkup by June 30th. Also all supervisors were notified that the annual evaluations were extended to May. Cindy Hanson is about to kick off the process to elect a SEBAC representative. A SEBAC representative is someone who sits on the System Advisory Committee for the health insurance and other group insurance programs. Cortinas also thanked Tiffany Hearne and April Bassett for getting everything done for the Awards Ceremony.
Carrie Coursey passed out Kudos and the following were selected:
  o Deborah Fullerton, South Texas Institute for the Arts (Art Museum)
  o Linda Rodriguez, South Texas Institute for the Arts (Art Museum)
  o Sara Ussery, Environmental Health & Safety Office
  o Erin Bowman, Purchasing
  o Joanna Czerwinski, Human Resources

XIV.  Meeting Adjournment
There being no further business, Karol Stewart motioned and Christopher Palfreyman seconded for the meeting to be adjourned. The meeting was adjourned at 3:52 PM