Staff Council
Official Minutes
May 26, 2015

Members Present: April Bassett (proxy for Ruby Pollard), Debra Cortinas (Ex-Officio), Carrie Coursey, Shawn Elizondo, Ronnie Emanuel, Valerie Gibbons, Judy Harral, Tiffany Hearne, Rachel Kirk, Ralph McFarland (Proxy for Jennifer Weir), Christopher Palfreyman, John (JP) Regalado, Nora Sai, Leslee Schauer (Ex-Officio), Karol Stewart, Derek Vest.

Members Absent: Dennis Coplen, Meredith Coplen, Bryant Griffith (Ex-Officio), Cindy Hanson, Sara Lopez, Betty Mounts, Ruby Pollard, Terry Tatum (Advisor), Jennifer Weir

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

II. Vice-President’s Report – Meredith Coplen
   • No report

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

IV. Treasurer’s Report – Nora Sai
   Accounts as of April 30th, 2015
   • Staff Council - $8,384.98
   • Campus Events - $1,087.93
   • Dorothy Yeater Scholarship - $1,565.55
   • Ink Cartridges - $1,266.35
   • SAC Gifts - $3,721.85
   Motion to approve was made by Tiffany Hearne and seconded by Christopher Palfreyman and was approved by consent.

V. Historian’s Report – Rachel Kirk
   • No report

VI. Approval of Minutes – Christopher Palfreyman
   • Corrections were given and a motion was made by Rachel Kirk and Valerie Gibbons to approve by consent with corrections.

VII. Guest Speaker – Ashley Larrabee & Ean Travis
   Eight months ago, the President’s Council wanted to make a Web Portal/Intranet for faculty and staff. Ean Travis has worked on the portal which is 80-90% complete. The reasoning is that the Faculty/Staff dropdown in the Green bar on the top of every University page has too many links and will be redesigned. The portal will have all the quick links that most people will need. Marketing and Communications wants to redesign this space for marketing purposes to prospective students and parents. The footer of the University webpages will not change. In the portal, Ean Travis showed quick links and asked for feedback. Quick links that were suggested in the Staff Council meeting were Argos, Banner, Blackboard, Island Online, and Weave. The portal has an announcements section that will be tied to Campus Announcements. The portal is being
showed to Faculty Senate, Staff Council, and then represented to the President’s Council. The go live date on the portal is sometime this Summer. If anyone feels something should be added or deleted, please e-mail Ean Travis any Ean.Travis@tamucc.edu or Ashley Larrabee at Ashley.Larrabee@tamucc.edu. The link to the portal is http://tamucc.edu/marcom/sandbox/cascade/portal/.

VIII. Old Business
- Newsletter went out last Tuesday. Ideas for the June newsletter are the New Student Orientation dates and times, the newly approved Holiday Schedule for the fiscal year 2016, the Summer Break-in-the Day, and the Wellness checkup deadline and information for Blue Cross Blue Shield Insurance. Please give suggestions to April for June newsletter.
- Karen Cullinan resigned her position so Derek Vest and Dennis Coplen will find a replacement for her since she still has one year left in her term.

IX. Committee Reports
- Benefits and Employee Development – Leslee Schauer
  - A great speech was given by the keynote speaker, Dr. Beverly Chiodo, at the Employee Development Day luncheon about praising a person’s character trait and not just the outcome of the trait.
  - The Islander Forum is August 18-20 with the staff training on August 19th. There will be Safe Zone training, Green Zone, Rebecca Torres with Beginner Excel, Deer Oaks, and possibly Human Resources about benefits. Rachel Kirk asked about having CEUs offered for the Employee Development Day and the Islander Forum. Leslee Schauer said she would ask about it.
- Bylaws and Constitution – Karol Stewart
  - The President’s Council came back with suggested changes for the second paragraph in Article I to change the language back that Staff Council will be advisory to campus administration and clarify the steps in Article IX about Amendments, Review, and Revision.
- Nominations and Elections – Derek Vest
  - No report
- University Relations – Carrie Coursey
  - A Summer Break-in-the Day is being planned for June either in the Dugan Wellness Gym or the Island Hall Gym. There are quite a few supplies available which should keep costs down. Dennis Coplen has the snow cone and popcorn machines and Sara Lopez has syrup for the snow cones. There is still lemonade and water. The committee will get together for giveaways which could be shirts and look at prices. Details about the Break-in-the Day will either be the next meeting or by e-mail if they come out sooner.
  - Karol Stewart will deliver the kudos to the Art Museum. Danny Feitel still needs his kudo delivered plus the ones that will be chosen later this meeting.
  - The committee will look at purchasing more kudos cups and bags for the Administrative Professionals from this fiscal year’s funds so next fiscal year, the new committee members will start with a fresh budget. Also the committee will make a budget for the next committee members to follow.
• Staff Annual Luncheon – Dennis Coplen
  o No report
• Dorothy Yeater – Shawn Elizondo
  o There are four applications for Summer I and II and six applications for Summer I. The awards will be given out this week the rest of the funds will roll over to Summer II. Summer II can be left open a little longer and push for more applications for Summer II.
  o The committee will look a buying more supplies for boss’ day and for the Administrative Professionals from this fiscal year’s funds so next fiscal year, the new committee members will start with a fresh budget.
• Employee Excellence - Meredith Coplen
  o No report.

X. University Committee Reports
• Calendar Committee – Sara Lopez
  o No report
• Committees on Committees – Sara Lopez
  o No report
• Community Outreach – (April Bassett)
  o No report
• Environmental Health & Safety Council – Dennis Coplen
  o No report
• Expressive Activity – Leslee Schauer
  o No report
• Faculty Senate – Meredith Coplen
  o No report
• I-Adapt-(Ralph McFarland)
  o No report
• Inclusive Excellence – J.P. Regalado
  o No report
• International Education Council- Rachel Kirk
  o No report
• Strategic Planning and Continuous Improvement Council -
  o No report
• Student Success and Retention Committee – J.P. Regalado
  o No report
• Parking and Transportation Committee – Derek Vest
  o No report
• University Center & Student Activities Advisory Council – Karen Cullinan
  o No report
• Veteran’s Affairs Committee – Christopher Palfreyman
  o No report
• Recreational Sports- Judy Harral
  o Dr. Jaqueline Hamilton has retired and Danny Feitel will be interim Director of Recreational Sports.

XI. New Business
• No new Business
XII. **Good of the Order**

- Karol Stewart gave out a flyer for Summer camps that the Art Museum is hosting.
- Leslee Schauer mentioned about the flooding in Wimberley, TX and just wanted people to be aware of how fortunate we are and to keep those families in our prayers.
- Debra Cortinas said today was the last day to vote for your SEBAC representative and that evaluations are due at the end of this week.
- Carrie Coursey passed out Kudos and the following were selected:
  - JoAnne Salinas, College of Nursing and Health Science
  - Susana Devacque, South Texas Institute for the Arts (Art Museum)
  - Rebecca Valdez, Admissions & Records
  - Rachel Cox, Disability Services
  - Joseph Ruiz, Financial Assistance Office

XIII. **Meeting Adjournment**

There being no further business, Nora Sai motioned and Tiffany Hearne seconded for the meeting to be adjourned. The meeting was adjourned at 3:38 PM