Members Present: Timothy Boulan, Cassondra Casanova, Dennis Coplen, Meredith Coplen, Shawn Elizondo, Jacqueline Fischer, Dora Garza, Diana Gaona, Valerie Gibbons, Judy Harral, Tiffany Hearne, Patricia Hill, DeeDee Hubenak, Rachel Kirk, Shay Lee, Laura Mansilla, Joseph Miller, Christopher Palfreyman, Ruby Pollard, Shelby Stamets, Terry Tatum, Derek Vest, Jennifer Weir

Members Absent: Bryant Griffith, Ben Soto, Karol Stewart

I. Call to Order
   The meeting was called to order at 3:00 p.m.

II. President’s Report – Meredith Coplen
   The November newsletter will include the results of the SECC campaign, information on Islander Lights, a focus on customer service and the TAMU-CC Wellness Initiative. If you have further ideas for the newsletter, please contact Meredith Coplen.
   October 28th is the Break in the Day and the SECC Jail/Silent Auction; Coplen commended both of the committee chairs, Christopher Palfreyman and Tiffany Hearne.
   Campus Carry forum will take place on October 30th. Please promote the website to all who cannot attend, as staff can utilize the website to submit questions and suggest areas of exclusion. (website: http://campuscarry.tamucc.edu/)
   Delaney Foster, Coordinator for Student Engagement, will speak at the November Staff Council meeting; she will focus on internal customer service.
   December 15, 11:30 – 1:30 will be the Staff Council holiday luncheon. This will be a potluck and include a White Elephant gift exchange; you are not required to participate in the gift exchange.
   Please review the Staff Council Bylaws, particularly Article II, Purpose; Article V, Attendance; and Article IX, Budget and Expenditure.
   There is now a Staff Council link at the top of the Faculty/Staff portal on the TAMU-CC website.

III. Vice-President’s Report – Tiffany Hearne
    No report

IV. Treasurer’s Report – Ruby Pollard
   On page 1 of the FAMIS report, Staff Council currently has 8 accounts rather than the 5 we originally thought. The accounts listed on page 2 and 3 of the report have not been used in 3 years and it is recommended that Staff Council delete these accounts.
   Page 4 shows the SECC funds from last year, which will be sent to SECC as part of this year’s campaign.
   Recommended to change department name on report from SAC to SC and that the administrative assistant request a name change for the responsible person listed on the report with each new Staff Council election.
   Will investigate how and who is being billed for Telecom; will request that Telecom expenses be included in the budget as a line item.
   Will develop a process to request funds for events and will develop a budget for each individual event.
   Staff Council: $12901.04
   Dorothy Yeater: $3188.21
   Ink Cartridge: $1452.36
   Campus Events: $7974.00
   Gifts: $0.00
   SECC: $948.81

   Motion to approve as written, Christopher Palfreyman; motion seconded by DeeDee Hubenak
V. **Historian’s Report** – Shawn Elizondo
No report

VI. **Approval of Minutes** – Rachel Kirk
Corrections made to the September 22, 2015 Minutes:
- Add in Joseph Miller to Members Present
- Remove the extra “o” from the third bullet point in President’s Report
- Add an “o” to “to” and correct spelling of Texas in Speaker-Terry Tatum report
- Change “meet” to “met”, change date to October 28, change “wither” to “either” in the University Relations report
- Remove “vice”, remove extra “h” and extra “e” from Dorothy Yeater report, first bullet point
- Change “meet” to “met” in Employee Excellence report
- Correct spelling of Shelby Stamets name
- Add “Coplen” to Faculty Senate report
- Add in Expressive Committee report: allow students the freedom to express themselves and do not antagonize students when expressing themselves.
- Change font of Good of the Order to match rest of minutes

Motion to approve with corrections, Jennifer Weir; motion seconded by Judy Harral

VII. **Guest Speakers** –

**Ann DeGaish**, Associate Vice President and Dean of Students-Student Engagement and Success

Topic: #GivingTuesday

Giving Tuesday is a nationwide program held the Tuesday after Thanksgiving in which people volunteer in their community. This year Giving Tuesday will be held on Tuesday, December 1, 2015. Ann DeGaish’s TAMU-CC department had 75% of their staff participate in community and campus activities last year and her staff reported that it was a very rewarding experience. This year, President’s Cabinet has endorsed the event campus-wide to tie into the TAMU-CC Momentum 20/20 Campaign goal of community engagement. TAMU-CC has already secured 400 volunteer slots in the community for staff to fill. Shifts vary in length of time and time of day. Off campus partner sites include the Food Bank of Corpus Christi, Corpus Christi Metro Ministries, South Texas Botanical Gardens, Women’s Shelter of South Texas, and Corpus Christi Police Athletic League. On campus sites include the Coastal Bend Blood Center, Rec Sports, Paws on the Island and Late Night Breakfast. While this event is endorsed by the President’s Cabinet, staff will need to have their supervisor’s approval to participate. Participation will count as work time; employees will be asked to report in and out to work and employees will not have to submit leave or vacation time for their volunteer time. Staff can register November 9 - 13 at the website: seas.tamucc.edu/givingtuesday.html
For more information, contact Ann DeGaish at extension 2481.

**Katharine Mason**, Office of Planning and Institutional Research

Topic: Employee Engagement Survey

The Employee Engagement Survey is for all staff; faculty have two different surveys they complete (the Higher Education Research Institute survey and the FESSI, a companion survey to the student survey). Katharine is the contact person for TAMU-CC but the survey is conducted by the University of Texas so that all responses are confidential. The President’s Cabinet does review the survey results. We need at least 5 responses per department in order to get a report of results for that department, so please encourage all staff to participate. Some departments are less than 10 people, so each response counts. TAMU-CC had a response rate of 50% last time the survey was given, but again, some departments did not have enough responses to generate a report. This year’s survey should be sent out in the next two weeks; Katharine will send out a flyer with information and employees will receive an e-mail from the University of Texas asking for participation in the survey. Please let co-workers know that the e-mail from the University of Texas is a legitimate e-mail.
VIII. Old Business
There was no old business.

IX. Committee Reports

- Benefits and Employee Development – Judy Harral
  The committee reviewed their purpose and goals; goals for this year include working with Debra Cortinas on reviewing the draft of the Wellness Release Time initiative; Employee Development day and Staff Videos on “Why I love to work at TAMU-CC”. The TAMU system has focused on health and wellness and TAMU-CC has received a grant to work with Rec Sports and the Wellness committee to decide how to spend the money; previous years have focused on the walking program, punch pass program and reimbursement for members of the Dugan Fitness Center based on usage. For more information visit the website: https://recsports.tamucc.edu/Islanders%20Be%20Well%20to%20Excel%20/index.html
  For employees to take part in the wellness program, they must have an annual physical, complete an application form and have their supervisors’ permission. Supervisor approval for an employee can vary throughout the program based on employee workload, performance, department duties, etc. Supervisors can request verification of the number of times an employee uses the TAMU-CC facilities. Employees are able to use the hike and bike trail to work out, in addition to the Dugan. Employees cannot count working out at an off-campus facility. Release time to work out is paid but cannot be accrued.

- Bylaws and Constitution – Rachel Kirk
  The committee will look at the language regarding funding approvals and clearly spell out the process, as well as work with the Nominations and Elections Committee to review elections procedures.

- Nominations and Elections – Dennis Coplen
  No report

- University Relations – Christopher Palfreyman
  Break in the Day is Wednesday, October 28th. Meredith Coplen expressed thanks to both Christopher Palfreyman and Valerie Gibbons for their work on the event. Islander Lights will be held November 20, 5:00 – 7:00 p.m. Photos with Santa will be in the CI courtyard during this time and we need volunteers to assist with this event. As it is the 10th anniversary of Islander Lights, there will also be a North Pole village, including snow. The Lighting Ceremony will take place in Lee Plaza at 7:15 p.m. Information will be posted on the TAMU-CC website as it becomes available.

X. Adhoc Committees

- Staff Annual Luncheon – Shawn Elizondo
  No report

- Dorothy Yeater –
  All coasters were sold; there was a $4.00 profit per each set of coasters sold. Staff Council will offer pre-paid coasters for holiday gifts. As these will take approximately 5 weeks to come in, Meredith Coplen will begin the process of advertising and ordering the coasters. The committee will correspond via e-mail about the Spring scholarships; this will take place in the next two weeks.
Employee Excellence – Tiffany Hearne
Staff Council received $1600.00 from President’s Office to use to promote SECC campaign; $1206.59 of this money was spent, most of it on electronic purchases. The $948.81 left over from last year will be donated this year and the money will be divided equally between the 4 designated charities. To date $13617.00 has been collected. Please remind constituents to donate; there is a paper form available for anyone who does not wish to donate online. There are 15 items for the Silent Auction, with a market value of approximately $1940.00. The Auction will end October 28th; payment for items will be due no later than November 4. If payment is not collected for an item by November 5, the item will be offered to the next highest bidder.

XI. University Committee Reports

• Calendar Committee – Meredith Coplen
  Will meet October 28th. They currently have the academic calendar for the next 3 years; all Labor Day dates are incorrect and the Fall semester looks to be ending late in December.

• Committees on Committees – Shay Lee
  No report

• Community Outreach – Joseph Miller
  No report

• Environmental Health & Safety Council – Shelby Stamets
  Another representative is needed on this committee; DeeDee Hubenak will be the additional representative for Staff Council
  Insert by Meredith Coplen: Every other year Staff Council must select 10 people to serve on the Judicial Review Committee; we still need several volunteers so please contact Meredith Coplen if you are interested in serving.

• Expressive Activity – Patricia Hill
  No report

• Faculty Senate – Tiffany Hearne
  They are looking to host another survey regarding faculty compensation. The Senate discussed having someone available to help faculty and staff regarding grievance procedures; 360 review procedures; catalogue and curriculum review process; the Campus Carry Forum on November 19; having student evaluations of faculty move from online to paper; developing a resource guide for faculty and focusing on customer service.

• Homecoming Committee – Diana Gaona
  The dates for Homecoming are February 1st – 6th, 2016, with the Homecoming game and parade on the 6th. The theme for this year is “Catch the Spirit”. This year is unique because Homecoming also falls on Island Day. There will be a Department Spirit Competition where participants will sign up and decorate their office, doors or front desk area to show their Islander Pride. This competition is open to any Island Campus Department
  The next Homecoming meeting will be on Friday, November 6, 2015, at 11:00 a.m. – noon.

• I-Adapt - Jennifer Weir
  No report

• Inclusive Excellence – Ben Soto
  No report

• International Education Council-Rachel Kirk
  No report

• Student Success and Retention Committee – Jacqueline Fischer
  No report

• Parking and Transportation Committee – Dennis Coplen
UPD is now wearing body cameras and will take pictures of violations.
Momentum shuttle has seen an increase in usage with the student housing now on the Momentum campus.
Route 63 will run in the summer.
There are still parking spots available in the garage and the number of handicapped parking spaces is in compliance with ADA regulations.
Construction on the ECDC Life Science building will begin in 1 – 2 years; this will expand into the parking lot and will remove approximately 500 spaces.
Please e-mail Dennis Coplen with any ideas regarding campus parking.

- University Center & Student Activities Advisory Council – Valerie Gibbons
  No report
- Veteran’s Affairs Committee – Timothy Boulan
  2 representatives from the Student Veteran’s Organization attended the meeting; they have received a $10,000.00 grant from Home Depot for a student lounge in the University Center.
  Ann DeGaish handed out cards regarding the celebration of Veterans Day:

- Recreational Sports- Judy Harral
  No report

XII. **New Business**
There was no new business

XIII. **Good of the Order**
**Kudos:** Trent Gannon, Matt Clark, Claire Wilson, Janie Lara, Brittney Wiese

XIV. **Meeting Adjournment**
Valerie Gibbons motioned to adjourn and Shay Lee seconded the motion. The meeting was adjourned at 4:32 p.m.