Staff Council Meeting Minutes  
UC Oso Room 221  
May 28, 2019

Members Present: Luisa Buttler, Heather Calderon, Carrie Coursey, Jorge Fonseca, Alessandra Garcia, Frank Harrison, Alexandra Janney, Candace Martinez, Miguel Moreno, Miguel Munoz, Hayford Osei, Elizabeth Palacios, Elizabeth Perez, Michele Roth, Julie Shuttlesworth, Brittney Weise, and Noelle Wilson.

Members Absent: Debra Cortinas, Cassie Eyring, Carol Haley, Dee Dee Hubenak, Elizabeth Longoria, Jaclyn Mahlmann, Maria Pedigo, Cynthia Salinas, Martha Simcik, and Ben Soto.

Guest: Toni Nerren

I. Call to Order  – Frank Harrison, in Ben’s absence, called the meeting to order at 3:04 p.m.

II. Approval of Minutes – Elizabeth Perez
Brittney made a motion to approve the minutes. Noelle seconded the motion. Minutes were approved.

III. President’s Report  – Frank Harrison for Ben who is out due to airport interviews for EVP Enrollment Management.
   • New Employee Orientation – Changes are being made to the Orientation process. HR is working on a year-long process for orientation. Staff Council will be asked to invite the new staff member to attend the General Meeting and see what Staff Council is about. Discussion ensued regarding different departments, such as IT, ATHL, Art Museum, PAC, etc. and how to have them involved with the new employees’ orientation process. Toni Nerren is the contact for new hires.
   • Combining Events – This discussion came about in a meeting with Jaclyn regarding budget. Not sure what the budget will be for next year. Look for ways for departments to collaborate, such as Break in the Day that Rec Sports contributes to along with Staff Council. Who else can be contacted to partner with for events?
   • Chair One on Ones – Currently, Ben is working on scheduling one-on-one conversations with the Chairs of each committees.
   • Committee Calendars – Chairs are asked to get their meeting dates to LaNiece to put on the calendar.
   • Communicating with Constituents – From the Executive Board meeting, it has been decided that there will be contact from Staff Council to our constituents. As in the past, plan is to have each council member be given a condensed list of constituents from their category. Each member will be
given an email template to notify constituents of Staff Council events, news, etc.

IV. Vice-Presidegent’s Report – Frank Harrison  
- No Faculty Senate Meeting – Nothing to report  
- There was a meeting with TAMU Main Campus and Evive. Agreement that was reached will be going to the Faculty Senate Chairs.

V. Treasurer’s Report – Jorge Fonseca  
- Nothing to report – Waiting for Budget Office to approve requests.

VI. Old Business  
- N/A

VII. Committee Reports  
- Benefits and Employee Development - Noelle Wilson  
  o Thanked all for Development Day.  
- Bylaws and Constitution – Dee Dee Hubenak  
  o N/A  
- Nominations and Elections – Michele Roth  
  o Talking about using iEngage. Will be meeting soon with Ben.  
- University Relations – Alexandra Janney  
  o Working on Break in the Day scheduled for June 19. Gave updates on menu items, games, Wellness Committee request, flyers, etc.

VIII. Adhoc Committees  
- Annual Employee Luncheon – Elizabeth Perez  
  o Nothing to report. Working on meeting dates.  
- Dorothy Yeater – Cassie Eyring  
  o Not here but relayed there is nothing to report  
- Employee Excellence Awards – Franklin Harrison  
  o Will be making changes. Headshots and plaques are on hold, until the other names are taken down, and walls repainted. Awards were a Procedure for the university; however, Kevin Houlihan has removed that. It can now be a procedure for Staff Council only. Committee will work on changes.

IX. University Committee Reports  
- Veterans’ Affairs – Very busy doing a lot for Veterans. Noelle reported we are one of the top campuses, above College Station, for doing more for veterans. A new person working with Dr. Ann DeGaish, Art Montiel, is the Veterans Resource Center Coordinator. There are 47 graduating veterans. Dr. Dillard
will be stepping down. Veterans’ Affairs will be looking for a new Faculty person to replace him. The off-campus contact person for concerns related to Veterans Affairs is Will Hernandez, Outreach Specialist, Corpus Christi Vet Center, 4646 Corona, Suite 250, CC TX 78411, office 361-854-9961, cell 361-332-9348.

- Wellness Committee: Have met twice since last Staff Council Meeting. Working on the budget and strategic planning. Break in the Day request is being reviewed.

X. New Business

- Toni Nerren, in for Debra Cortinas, gave an update on the Salary Study. Peer group approvals have been obtained; however, there were some delays extracting information from Workday. Gathering the information from the position descriptions was not easy. The timeline has been adjusted slightly. Implementation is still scheduled for fall 2019.
- Toni announced the new SEBAC representative. Congratulations to Carmen Osier.
- Open Enrollment Fair is Tuesday, July 23. TRS will be there at 9:30 a.m. and is open to the public.
- Workday is still the first step to onboarding. Workday is where the new hire packet is. Employees must be put into Workday and they must complete tasks assigned to complete their onboarding. There is an Onboarding Status Report to run to see who has not completed their information.
- Reminder: Online assessments and physicals are due June 30, 2019 to qualify for the $30 waiver off your medical premium.
- Performance Reviews are due May 31, 2019.
- There will be no General Council meeting in July.
- Policies/Procedures reviews that were emailed out are due by the end of this week. Any comments or suggestions should be sent directly to Ben.

XI. Good of the Order

Kudos

- Toni Nerren – HR - NRC
- Lauran Guerra – Distance ED – CCH 112
- Melissa Adames – COEHD – FC 205
- Debbie Linares – Academic Affairs - CCH
- Rick Reyes – UCSA – UC 215

Meeting Adjournment

Miguel made a motion to adjourn the meeting; seconded by Alexandra Janney. Meeting was adjourned at 3:55 p.m.