Staff Council Meeting Minutes  
UC Jetty 123  
September 24, 2019  
3:00 p.m.

Members Present: Luisa Buttler, Heather Calderon, Debra Cortinas, Carrie Coursey, Cassie Eyting, Jorge Fonseca, Carol Haley, Frank Harrison, Alexandra Janney, Jaclyn Mahlmann, Candace Martinez, Miguel Moreno, Miguel Munoz, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Michele Roth, Julie Shuttlesworth, Ben Soto, and Brittney Weise.

Members absent with Proxy: Martha Simcik (Stephanie Dial, proxy)


Guests: Risha Dulip, Steve Ferris, and Carmen Osier. List of new staff accompanied by Jennifer Escamilla is on the I drive.

I. Call to Order – Ben Soto  
Meeting called to order at 3:01 p.m.

II. Approval of Minutes – Elizabeth Perez  
A correction to the minutes was made. Miguel Munoz was listed as both present and absent. Should be absent with Proxy (Ben Soto). Accepting corrections, Miguel made a motion to approve the minutes. Frank seconded the motion. Minutes were approved.

III. Guest Speaker – Carmen Osier  
Carmen is the System Employee Benefits Advisory Committee (SEBAC) representative. The next meetings are scheduled for October 22, February 11, and May 2. She will send out an email to Staff Council to ask for any issues that need to be addressed at the meetings. You can email concerns to her also.

IV. President’s Report – Ben Soto.  
• Staff Council Introduction to New Employees – New staff members introduced themselves and Staff Council, in turn, introduced themselves.  
• Welcome Ms. Amanda Horne – South Texas Art Museum’s Representative taking over for Cynthia Salinas.  
• SECC – State Employee Charitable Campaign begins on October 1. Information will be sent out via campus announcements. You can set up your donation at the SECC tab on SSO. Question was brought up about being able
to give to the university; however, that is not possible. That must be done through an application that is due around February.

- Bylaws & Constitution – Currently working on Bylaws and Constitution on things that need changing. Changes will be brought back to the council for review.
- SC Committee To-Do List -

V. Vice-President’s Report – Frank Harrison
- Biggest concern from Faculty Senate was appointment letters that have not been distributed to Faculty or staff yet. Letters are not actually contracts, they are more of affirmations. Everyone can look at Workday to see the status.
- Faculty/Staff Mixers scheduled for October 17. Mixer will end and lead into VB game
- Debra gave update on Salary Study at this time. September meeting was pushed back. Looking for meeting time for early October. Preliminary discussions about implementation strategy are in the works.
- Reminder: Heart Walk is October 5.

VI. Treasurer’s Report – Jorge Fonseca
- Ending the year with deficit. (-$110).
- Telecomm rate has been increased. Bills from $24 to $33. No more charging for drops with active data ports.
- Events need to watch budget. Also, need to see if events can be co-sponsored to cut down on costs.
- Good News – no decrease in budget.

VII. Old Business
- N/A

VIII. Committee Reports
- Benefits and Employee Development - Noelle Freese, Chair
  - N/A
- Bylaws and Constitution – Luisa Buttler, Chair
  - Dee Dee is no longer in Staff Council. Luisa has nothing to report. Ben will be working with Luisa regarding the changes.
- Nominations and Elections – Michele Roth, Chair
  - Scheduled meeting with IT. Need to work with Marcom to migrate to I-engage for elections.
- University Relations – Alexandra Janney, Chair
  - Explained KUDOS to new staff.
o Break in the Day – Spooktacular. Explained to new staff and gave details, such as costume contests.
o Islander Lights – explained our participation to new staff. Volunteers are always welcome.

IX. **Adhoc Committees**
- Annual Employee Luncheon – Elizabeth Perez
- Dorothy Yeater – Cassie Eyring
  o Working on Boss’ Day gifts. Looking at what else could go with the succulents to make it a little nicer.
- Employee Excellence Awards – Franklin Harris
  o FMR has been set up for moving plaques.
o Jaclyn mentioned a cross-collaboration award that she is working on.
  Will send out draft

X. **University Committee Reports**
- Student Success Council
  o Expansion of Starfish. Will be reaching out for faculty focus groups on the utilization of it.
- Environmental Council
  o Very active meets twice a semester. Collaborating with Green Team. Bioswales near Chapman Field will be used to re-purpose the storm water.

XI. **New Business**
- Laws passed during legislative session.
  o New smoking law – cannot purchase tobacco until the age of 21. Only 13 spots on campus to actually smoke. Vaping not allowed in buildings or on campus.
o Expressive Activity Law – People can come on our Open Air campus. It is best to not give an audience and just walk away.
- Ink Cartridges
  o Working with Melissa, Environmental Council and SSC regarding purchasing uniform bins for the ink cartridges collected across campus. Ben will present to SSC and see if they will donate the cost of collecting them to give back to the Dorothy Yeater Scholarship Fund.
- Giving Tuesday – December 3
  o Explained it to the new staff. Registration will be held October 16 through November 2.
- Procedures from Kevin
- Ben will send those out via email. Please send any comments or suggested changes to him. He will get that feedback to Kevin

- **Good of the Order**
  - **Kudos**
    - Cindy Roper – Library - 207
    - Michele Imes – Athletics – DWC
    - Bettsy Hucker – HR – NRC 2425
    - Sherry Tucker – Athletics – DWC
    - Mary Canales – HR – NRC 2425

XII. **Meeting Adjournment**
Miguel made a motion to adjourn the meeting; seconded by Candace. Meeting was adjourned at 4:07 p.m.