Staff Council Meeting Minutes
UC Jetty 123
October 22, 2019
3:00 p.m.

Members Present: Luisa Buttler, Heather Calderon, Carrie Coursey, Risha Dulip, Cassie Eyering, Jorge Fonseca, Noelle Freese, Alessandra Garcia, Carol Haley, Frank Harrison, Amanda Horne, Candace Martinez, Miguel Moreno, Miguel Munoz, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Julie Shuttlesworth, Martha Simcik, Ben Soto, and Brittney Weise.

Members Absent: Debra Cortinas, Alexandra Janney, Elizabeth Longoria, Jaclyn Mahlmann, Hayford Osei, and Michele Roth.

Guests: Estevan Espinosa and Toni Nerren. List of new staff accompanied by Jennifer Escamilla is on the I drive.

I. Call to Order – Ben Soto
Meeting called to order at 3:03 p.m.

II. Approval of Minutes – Elizabeth Perez
Miguel made the motion to approve minutes. Jorge second the motion. Minutes were approved.

III. President’s Report – Ben Soto.
- Staff Council Introduction to New Employees - Welcome to new Staff Council members, Risha Dulip, Category EEO3, and Amanda Horne representing STIA (introduced at the last meeting but wasn’t present).
- SECC – TAMUCC has not been in the booklet for the past two years. Jamie Nodarse Barrera will be working to get our information in by the deadline in February.
- Ink Cartridges – Will defer to Frank for reporting on the ink cartridges. The ink cartridge campaign is to supplement the Dorothy Yeater Scholarship fund.
- Website – Executive Council has discussed redesigning the SC website. Will let Frank report on this, also. University is also working on a website redesign for the campus.
- Potluck “Save the Date” December 6 – Potluck will be held on Friday, December 6, from 11:00 a.m. – 1:00 p.m.

IV. Vice-President’s Report – Frank Harrison
• Ink Cartridge meeting being held this week to discuss the potential of SSC providing bins and picking up the cartridges. Right now there are 13 locations where the bins are located.
• Website update: Vendor Barklei has been selected for the redesign. They have met with different groups to gather information of what is needed. Will be working with Marcomm. Will work to have it released next fall.
• Elections and communication will be used through I-Engage. Still working on a few glitches. Council is still asked to be communicating with constituents though emails and asking for feedback.
• Salary study – Meeting was held a week ago. Sibson has completed their part and has sent the info to PC. PC will work on implementation. It will still be a multi-year process. Toni Nerren did give the update per Debra's request. Almost 90% of the positions were able to be benchmarked. Would like to concentrate on those that have been here the longest and furthest away from market value. Upper administration is in support and has put aside money for this endeavor and are working to have it in place by December 1.
• Master Plan – Master planning met with various groups across campus. There were certain items discussed, such as lighting, parking, infrastructure, transportation, etc. All information will be gathered and brought forward to find out what exactly the campus needs and how we are to be identified.
• Safety is a main concern that came up. Those immediate safety concerns should be directed to Dr. John Dawson.
• Wellness Initiatives: All screenings must be done by November 1 for this year. This includes the Health Assessment and Wellness/Health Screenings.
• Faculty Senate: Andy Benoit attended the Faculty Senate Meeting. He is the new Registrar. He spoke of the New Enrollment Management Plan. SSC service was also discussed. We will be inviting them to a General Meeting to answer questions.

V. Treasurer’s Report – Jorge Fonseca
• Committees should submit a Fund Request Form for events.

VI. Old Business
• IT will sponsor Break in the Day. This is the model that we are looking at to sponsor different events.
• Giving Tuesday Registration is going well. There are 300 that have pre-registered. Currently there are 35 faculty that have signed up. Please encourage any faculty to participate.

VII. Committee Reports
• Benefits and Employee Development - Noelle Freese, Chair
  o Next meeting in November. No updates.
Will also need volunteers for Islander Lights on November 22.

- Bylaws and Constitution – Luisa Buttler, Chair
  - Have met. Committee has reviewed about half of the Bylaws and Constitution. Will schedule another meeting to finish up.

- Nominations and Elections – Michele Roth, Chair
  - Meeting to be set up with Lisa/Stephanie Schmidt/Terence/Michelle and other key players for set up of I-Engage.

- University Relations – Alexandra Janney, Chair (Absent)
  - Noelle passed out Break in the Day Sign up sheet. Miguel worked on a QR code that will be utilized for sign in and drawing. Julie helped get the Snapchat filter for the event on October 31.

VIII. Adhoc Committees

- Annual Employee Luncheon – Elizabeth Perez
  - Did not meet in October. Sending out letters to the Vendors next week. Working with Jennifer to cut down the budget. Ben did secure the Beats for the luncheon drawing.

- Dorothy Yeater – Cassie Eyring
  - 56 Boss’ Day gifts were sold. Stayed within budget and may have gained money this time.
  - Opening up the scholarship application in November for the Dorothy Yeater Scholarship spring semester.

- Employee Excellence Awards – Franklin Harris
  - FMR still has not been sent through President’s Council. This is to move the Excellence Awards to be moved to the back stairwell of CCH.

IX. University Committee Reports

  - Veteran’s Affairs – They have moved to the Robert Furgason Science Building (RFSB) temporarily.

X. New Business

N/A

- Good of the Order

Kudos

  - Daryl Roberts – IT – CCH
  - Dr. Alexandra Shaw – CGS Advisor/COEHD – FC
  - Emily Metcalf – Library – LIB 116A
  - Stephanie Diores – Registrar – SSC 109
  - Cassie Casanova – HR - NRC
XI. Meeting Adjournment
Miguel made a motion to adjourn the meeting; seconded by Frank. Meeting was adjourned at 4:07 p.m.