Staff Council Meeting Minutes  
UC Anchor Ballroom B  
November 19, 2019  
3:00 p.m.

Members Present: Luisa Buttler, Heather Calderon, Debra Cortinas, Carrie Coursey, Jorge Fonseca, Noelle Freese, Alessandra Garcia, Carol Haley, Frank Harrison, Amanda Horne, Alexandra Janney, Candace Martinez, Jaclyn Mahlmann, Miguel Munoz, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Julie Shuttlesworth, Ben Soto, and Brittney Weise.

Members Absent with Proxy: Martha Simcik (Stephanie Hock – Proxy)

Members Absent: Risha Dulip, Cassie Eyring, Elizabeth Longoria, Miguel Moreno, Hayford Osei, and Michele Roth.

Guests: Estevan Escamilla. List of new staff accompanied by Ithza Ojeda 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
Corrections to Minutes:
Debra made the following corrections:
- Salary Study – Sibson has sent information to HR and HR is working on the implementation.
- Faculty Senate – Andy Benoit is the new Vice President of Enrollment Management.

Maria made the following correction:
- Michele Roth was late to the October meeting, not absent.

Noelle made the motion to approve minutes with changes. Jorge seconded the motion. Minutes were approved with corrections.

III. President’s Report – Ben Soto.
- Staff Council Introduction to New Employees on Campus
- Salary Survey – Debra gave an update on the Salary Study. Very excited that we are now in implementation mode. Overall outcome, university pays at fair competitive rate. Overall average is 90% of market value. Focus is on those paid 80% less of market value. That will be about 40% of staff. These will get an increase the first year. This is a three-year project and will continue beyond to keep at competitive rates. This week will be meeting
with Vice Presidents. Campus wide meetings are expected for December or January. Anticipate implementation date as January 1.

- I-Engage – A lot of progress has been made. Meetings with IT and SEAS for final touches for portal. This portal will house Staff Council elections/communication/events/calendar.
- Ink Cartridges update – New bins will be put out and SSC will be the ones to collect. Thanks to Frank and LaNiece for their hard work.
- SECC – Staff Council will still be in charge of SECC. Working to get the Foundation inputted into the donation list.
- Break in the Day Spring – This spring there will not be a Break in the Day.
- Constitution Changes – Committee has been working on changes through half of the Bylaws document. Will have another meeting to finish with changes. Afterwards will present all changes to Executive Council and General Council.
- Potluck - will be held on Friday, December 6, from 11:00 a.m. – 1:00 p.m. in Island Hall 323. There will be a white elephant gift exchange. Ugly sweaters are encouraged.

IV. Vice-President’s Report – Frank Harrison
- Faculty Senate – Some policies and procedures were discussed. Frank reminded Staff Council to read over the policies and procedures that are sent because they do pertain to both Faculty and Staff. FS had a Jacklyn as their speaker to discuss budgets and funding.
- Wellness Committee – System rep was here. Four campuses: Main Campus, Galveston, Texarkana, Tarleton are smoke-free campuses beginning January 1-2020. System is now Focusing on Family. Shifting more towards Environmental and Social Wellness.

V. Treasurer’s Report – Jorge Fonseca
- Nothing major to report
- $500 was raised for Boss’ Day Sales, which was more than last year.
- Committee members with events need to submit Funds Request Forms.

VI. Committee Reports
- Benefits and Employee Development - Noelle Freese, Chair
  - Next meeting in the 2\textsuperscript{nd} week of January.
- Bylaws and Constitution – Luisa Buttler, Chair
  - Did not meet in November. Should meet in December.
- Nominations and Elections – Michele Roth, Chair (Absent)
  - Julie Shuttlesworth gave report. Has been working on populating I-Engage platform with Staff Council Representatives. Will do a sample nomination to make sure all is working for January push for
nominations. Nominations will last until the end of January. Election will be following spring break. Single Sign On is standard login.

- University Relations – Alexandra Janney, Chair
  - Kudos – Explanation to new staff
  - Break in the Day Summary – Explanation to new staff. 227 in attendance. Event cost was $30 thanks to IT, Wellness Committee, for their sponsorship.
  - Islander Lights – Staff Council is responsible for Photos with Santa. Will pass the volunteer list around. It is divided into two shifts. Please sign up.
  - Julie explained Islander Lights to new staff.

VII. Adhoc Committees

- Annual Employee Luncheon – Elizabeth Perez
  - Explanation to new staff of Luncheon
  - Thanks to Frank for helping with catering menu and he will also be working with Jaclyn and upper administration to be the servers.
  - Next meeting is November 20.
- Dorothy Yeater – Cassie Eyring (absent)
  - Scholarship applications are open now and due January 10.
- Employee Excellence Awards – Franklin Harrisson
  - Meeting November 20. Bi-weekly meetings are scheduled from this point on. Jaclyn spoke of a new Team Award. More information will be forthcoming.

VIII. Old Business

- Giving Tuesday - Julie reported that there are a total of 380 volunteers scheduled at 24 sites. Confirmation emails will be sent by Friday. T-shirt pickups will be Monday and Tuesday. There are 53 faculty members signed up this year, which is double from last year. 38% of staff has signed up. Explanation to new staff of Giving Tuesday.

IX. New Business

N/A

- Good of the Order
  - Kudos
    - Krystal Walker – Rec Sports - DWC
    - Sean Kendrick Graham – Rec Sports - DWC
    - Clarissa Mireles – Financial Assistance – SSC 100L
    - Norma Lozano – HR - NRC
    - John Darbonne – Marcom Videographer – USC 103B
X. Meeting Adjournment
Miguel made a motion to adjourn the meeting; seconded by Jorge. Meeting was adjourned at 4:03 p.m.