Staff Council Meeting Minutes
WebEx
January 28, 2020
3:00 p.m.

Members Present: Heather Calderon, Debra Cortinas, Carrie Coursey, Risha Dulip, Noelle Freese, Alessandra Garcia, Carol Haley, Frank Harrison, Alexandra Janney, Jaclyn Mahlmann, Candace Martinez, Miguel Moreno, Miguel Munoz, Hayford Osei, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Julie Shuttlesworth, Martha Simcik, Ben Soto, and Brittney Weise.

Members Absent: Luisa Buttler, Cassie Eyring, Amanda Horne Elizabeth Longoria, and Michele Roth.

Guests: Ann DeGaish

I. Call to Order – Ben Soto
Meeting called to order at 3:00 p.m.

II. Approval of Minutes – Elizabeth Perez
Alexandra Janney made the motion to approve minutes. Hayford Osei seconded the motion. Minutes were approved.

III. President’s Report – Ben Soto.
Bypassing other agenda items for now.
- Constitution Vote - Going to vote with WebEx hands
  - Bylaws sent out in March and should have been reviewed
  - Opened the floor for discussion. Questions arose for the following.
    - Absences – Reads a little vague. It should be changed to unexcused. Substantive change and needs a vote on wording change.
    - Executive Council - how it is referenced in the Bylaws.
    - Voting procedure – Not part of Bylaws, more of a procedural issue. No vote.
    - Nominations – Time frame needs to be extended to allow some room for issues. Change from specific dates to “no later than February...” and “prior to April 15...”. Substantive change and needs a vote on wording change.
  - No further discussion – due to WebEx hands issue, it was suggested we do a roll call vote.
  - Move for a roll call vote made by Julie and seconded by Frank.
  - Vote on word change to Unexcused on Absences section – Approved.
- Vote on word change to from specific dates to wording listed above – Approved.
- Vote on complete Bylaws with changes – Approved.
- Frank will post new Bylaws with changes on the Staff Council Website

- COVID-19
  - Jaclyn reported that recent announcement was vague due to waiting for system to elaborate. More information to come.

- Transfer of Power/May’s Meeting
  - May’s Meeting will be a transitional meeting with old members at the start of the meeting and then new council will continue with new elected members.

- Employee Excellence Awards – postponed. Administration will inform us when it will take place.

- Administrative Professional Day Luncheon – canceled for this year.

IV. **Vice-President’s Report** – Frank Harrison
- May meeting will be dual meeting.

V. **Treasurer’s Report** – Cassie Eyring (Ben reported for Cassie)
- Balance remaining, not by choice, about $10,000.

VI. **Committee Reports**
- Benefits and Employee Development - Noelle Freese, Chair
  - Any questions regarding online seminar – please contact Rosie Ruiz
  - Reported on Veteran’s Committee – Many benefits are available for vets, please direct them to the Veteran’s Office.
- Bylaws and Constitution – Luisa Buttler, Chair
  - N/A
- Nominations and Elections – Michele Roth, Chair (Absent)
  - Michele Roth has resigned. She did complete the elections and did a very good job.
- University Relations – Alexandra Janney, Chair (Absent) Lauren Guerra
  - Administrative Professional’s Day postponed/cancelled.

VII. **Adhoc Committees**
- Annual Employee Luncheon – Elizabeth Perez
  - Thank Rec Sports for their outstanding help!
  - 449 lunch tickets were given
  - 373 actually signed in through Qualtrics
  - Survey – 92 responses. 81 – in the Satisfied range, 8 neutral, and 3 – Dissatisfied range. Will work with new committee chair on pros/cons.
  - Thanks to everyone who helped.
• Dorothy Yeater – Cassie Eyring (absent) Ben reported.
  o Now accepting applications for Summer session 1 and 2 through May 15.
    Please get word out through all platforms.
• Employee Excellence Awards – Franklin Harrison
  o Put on pause. Paused at judges selection. Next step will be selecting
    judges once administration says they can start back.

VIII. Old Business

N/A

IX. New Business

• Park Mobile question
  o Signs will be removed. They will be able to park anywhere. Signage will
    be posted on light posts to let visitors know that they must pay to park.
• HR COVID Information
  o Debra reported on Families First Corona Virus Response Act was passed
    and provided for Leave Benefits for all employees. Information is in the
    Time Off section of the website.
• BUDGET
  o Not expecting budget reductions. Two exercises have been requested. 1.)
    Ask for available budget that is still available to give back. 2.) 2.5 and 5%
    reductions for upcoming year’s budget.

• Good of the Order
  o Julie reported that Izzy’s Food Pantry will continue every Thursday. It
    will be by Breakers at the back of the UC. Only monetary donations are
    being collected. In April was the first drive by Food Drive. Served 410.
    75% were students.
  o Push for a Giving Kindness. Random acts of kindness were encouraged to
    those that volunteer on Giving Tuesday. Please tag the university on any
    acts of kindness that you post on your Social Media Platforms.

X. Meeting Adjournment

Maria made a motion to adjourn the meeting; seconded by Alexandra. Meeting
was adjourned at 3:58 p.m.