Staff Council Meeting Minutes
UC Bayview Room 320
June 25, 2019
3:00 p.m.

Members Present: Luisa Buttler, Heather Calderon, Debra Cortinas, Carrie Coursey, Cassie Eyering, Jorge Fonseca, Alessandra Garcia, Carol Haley, Frank Harrison, Dee Dee Hubenak, Alexandra Janney, Jaclyn Mahlmann (phone attendance), Candace Martinez, Miguel Munoz, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Michele Roth, Julie Shuttlesworth, Ben Soto, Brittney Weise, and Noelle Wilson.

Members absent with Proxy: Martha Simcik

Members Absent: Elizabeth Longoria, Miguel Moreno, Hayford Osei, and Cynthia Salinas.

I. Call to Order – Ben Soto
Meeting called to order at 3:01 p.m. Jaclyn will be joining us via speaker phone.

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

III. President’s Report – Ben Soto.
- Committee Chair Meetings – Ben has met with almost all the chairs of the committees and events. Working to get a timeline and set up a calendar for each event. Has become an eye-opener for the time and work involved for each event.
- Advertisement – We are changing the method of how to advertise for the events. Now, La’Niece will format and pass on to Jaclyn who will be able to send out.
- Salary Study Update – Debra will be late, and will update when she comes in. It has been pushed back about a month, but will still be implemented this fall.
- Bylaws and Constitution Changes – Asked for feedback for any changes from council or constituents by end of July.
- Employee Excellence Locations – Frank will discuss later.
- VPEM Search – It’s in its final stages. One more candidate will be coming in. Please fill out survey regarding all candidates.
- Onboarding New Employees – Staff Council will be working with HR to bring in new staff members to SC meetings to introduce and welcome to the university.
IV. **Vice-President’s Report** – Frank Harrison  
- No report for Faculty Senate. They will not be meeting until the beginning of fall semester.

V. **Treasurer’s Report** – Jorge Fonseca  
- Nothing major to report. Waiting for final items to clear from Break in the Day.  
- If there are no increases to the budget, we may have to sacrifice one or two of the events that we have.

VI. **Old Business**  
- N/A

VII. **Committee Reports**  
- Benefits and Employee Development - Noelle Wilson  
  - Noelle has been working on the EEO list. Has part of the list completed.
- Bylaws and Constitution – Dee Dee Hubenak  
  - No report
- Nominations and Elections – Michele Roth  
  - Will be meeting with IT, Julie I-engage representative on Thursday to discuss the possibility of using it for our elections.
- University Relations – Alexandra Janney  
  - It was reported that about 250 attended the Break in the Day event. Survey results were presented. Overall the event was well received.  
  - Kudos will be finished by Thursday.

VIII. **Adhoc Committees**  
- Annual Employee Luncheon – Elizabeth Perez  
  - Nothing to report.  
- Dorothy Yeater – Cassie Eyring  
  - Still accepting applications for fall. There was only 1 application for summer I. Maybe an email could be sent to those enrolled in the Betterment Program.
- Employee Excellence Awards – Franklin Harrison  
  - Locations for the Employee Excellence Awards: They will be painting in CCH. Also was thinking about moving the awards to the UC; however, was waiting on a new director for the UC. Edgar is on stand-by until a decision is made on where the photos will go. Would like to have the nominations for the awards next year moved to February instead of March to give people time to get applications in.
IX. University Committee Reports

- Elevator updates: OCNR – call button on order; USC – controller should be in by Friday; South elevator in parking garage – waiting on parts; FC – up and down, module part is ordered; Tidal Hall - can’t go to the 4th floor. There is a replacement process in the works, looking to replace about 8 by priority.
- Salary Study update – Still ongoing. Consulting form are looking at all job contents that were submitted. Sending to HR for review. Still a few phases left, but assured that it will be implemented starting this fall and will continue for multi-years.

X. New Business

- Wellness Exams are due June 30.
- Premiums for health insurance will not go up this year.
- Grant for Wellness Committee will continue for next three years.
- Annual Enrollment Fair will be held July 23.
- Congratulations to Luisa Buttler on her new position: Director of Communications.
- Not meeting in July. Next General meeting is in August.

XI. Meeting Adjournment

Miguel made a motion to adjourn the meeting; seconded by Jorge. Meeting was adjourned at 3:40 p.m.