Staff Council Meeting Minutes  
Location: WebEx  
November 24, 2020 3:00 p.m.

Members Present:  

Members Absent:  
Christie Roberts, Miguel Moreno, LaNiece Tucker (Admin).

Others Present:  
Nonvoting members: Debra Cortinas, Jaclyn Mahlmann, Ben Soto

I. Call to Order – Frank Harrison  
Meeting called to order at 3:02 p.m.

II. Announcement of Special Election at December Meeting.  
Nominations will be taken via email.

III. Approval of Minutes – Julie Shuttlesworth  
A Janney the motion to approve minutes  
J. Escamilla seconded the motion. Minutes were approved.

IV. President’s Report – Frank Harrison
- Roberts Rules Guidelines for upcoming election  
- Committees needing members/Ad Hoc Committees  
  - University Safety Committee – 2 needed  
    - F. Harrison resignation  
    - J. Escamilla will remain on committee in her job function, needs to be replaced for Staff Council  
    - A. Janney volunteered  
  - Homecoming Committee  
    - F. Harrison resignation – serves by appointment only. Russell Wagner will appoint a staff council member to serve.  
  - Creation of Communication Committee  
    - J. Shuttlesworth to chair as Secretary  
    - Interested volunteers should email L. Tucker and S. Ahmed
Retreat Implementation Committee
- Will be formed by new President
- Interested volunteers should email L. Tucker and S. Ahmed

University Service department survey help
- Requested Staff Council assistance in getting feedback on bus use among employees.
- Staff Council will send survey to all staff, and include in newsletter.
- Asking all council members to encourage survey participation among colleagues.

Spring Development Day – report from J. Salinas
- Held virtually April 27-29 on Attendify
- Met with D. Cortinas and assisting HR
- Staff Council will focus on the Mindfulness track

III. Vice President’s Report – Sharmeen Ahmed
- No Faculty Senate report

IV. Treasurer’s Report – Cassie Eyring
- No Report

V. Committee Reports
- Benefits & Employee Development – Joanne Salinas, Chair
  - Report as part of President’s Report above
  - Asked by HR to assess their website for critiques and suggested revisions.
- Bylaws and Constitution – Alexandra Janny, Chair
  - Met with Exec Council
  - Working on drafts and revisions
  - Aiming to present to entire council in January meeting.
- Nominations & Elections – Julie Shuttlesworth, Chair
  - List requested from HR of eligible staff for January Nominations
  - MarCom request submitted for promotional campaign.
- University Relations – Jennifer Escamilla, Chair
  - Break in the Day successful and almost done getting all prizes out
  - Shirts are next on their agenda.

VI. Ad-hoc Committees
- Annual Employee Luncheon – Candace Martinez, Chair
VII. Liaison Reports

- New Employee Welcome:
  - Advisor Report: J. Mahlmann
    - Campus COVID numbers are down.
    - They will be meeting next week to update campus protocols for the spring semester
- HR Report: D. Cortinas
  - Reminder that if an employee is working on campus, they must continue to do their daily COVID Self-assessment.
    - DO NOT report to work if you feel ill or have been exposed.
  - Giving Tuesday: J. Shuttlesworth F
    - Event has been canceled due to post-Thanksgiving COVID concerns
- Inclusive Excellence Committee – J. Turner
  - Committee name has been changed to Diversity, Equity and Inclusion
  - Meeting Dec. 3rd.
- Wellness – F. Harrison
  - Appointments for Catapult coming out soon
  - Employee Wellness program deadline for applications is January 18 for spring
  - Tamalada coming up. Deadline to order is December 3rd. Must be present on Campus.
- COVID Testing – Z. Chacon
  - Testing on Campus open to all Employees regardless of symptoms for holiday.
  - Results a bit delayed due to increase in pre-holiday testing.

VIII. New Business

  - Presidential Resignation
    - F. Harrison resigned as President due to new job no longer with University.
    - S. Ahmed will assume role of President.
  - December Meeting
    - To be scheduled
    - Will feature Vice-President election

IX. Meeting adjourn at 3.58 pm.

A. Janney made the motion to adjourn
J. Escamilla seconded the motion.

Respectfully submitted

[Signature]

John K. Shuttles