Staff Council Meeting Minutes  
Location: WebEx  
August 25, 2020 3:00 p.m.

Members Present

Members Absent:
Zelda Chacon, Amanda Horne, Shay Lee, Jennifer Grabarczyk-Turner

Others Present
Nonvoting members: Debra Cortinas, Jaclyn Mahlmann, Ben Soto, LaNiece Tucker  
Guests: Alessandra Garcia, Liz Perez, Carol Pike, Jermeka Morrison, Esmeralda Teran, Donna DeGaish, Susane Horn, Eliza Lara

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

II. Approval of Minutes – Julie Shuttlesworth
N. Freese made the motion to approve minutes with corrections.  
B. Weise seconded the motion. Minutes were approved as amended.

III. President’s Report – Frank Harrison
- Forum overview and update: Letter was sent on behalf of staff to Administration. Positive results including follow up email from President Miller and campus announcement update
- Solidarity Letter – Moved to tabled
- Staff Survey – Survey has been posted with limited responses
- Retreat Plans – Now as part of September Meeting. Will start at 1pm. Setting goals and priorities for upcoming year.
- Budget Think Tank update: Committee working to categorize suggestions received
- Emails – have been created. Will need to create listservs and protocols for their use.
- Bluesday Tuesday shirts – SGA has approached Staff council to partner for spirit shirts.
  ▪ Discussion
• N. Freese commented that school spirit goals should be campus wide, not just students.
• J. Shuttlesworth recommended selling the shirts for small profit rather than giving away. Using proceeds towards D. Yeater scholarship
• A. Janney commented that shirts should include Staff Council logo if using SC funds.
  ▪ Recommendation and vote made for combining Bluesday Tuesday/Staff Council in shirts and proceeds to Scholarship fund
  ▪ Vote passes 22-0 with one (C. Haley) abstention.

IV. Vice President’s Report – Sharmeen Ahmed
• Faculty Senate met on Sept. 14th in closed member only meeting. Staff Council VP not present
• President Harrison noted that the Staff Council VP is a member of Faculty Senate and should have been included.
  ▪ Will follow-up with Senate Speaker Moreno for clarification

V. Treasurer’s Report – Cassie Eyring
• No changes
• Should have approximately $10,000 roll forward into FY21, $6,400 is earmarked for the Staff Excellence awards.

VI. Committee Reports
• Benefits & Employee Development – Joanne Salinas, Chair
  ▪ No Report
• Bylaws and Constitution – Alexandra Janny, Chair
  ▪ Met twice in July. Working on report to bring forward
• Nominations & Elections – Julie Shuttlesworth, Chair
  ▪ No Report
• University Relations – Jennifer Escamilla, Chair
  ▪ No Report. Meeting later this week
  ▪ Will be tasked with Bluesday Shirts along with Scholarship committee

VII. Ad-hoc Committees
• Annual Employee Luncheon – Candance Martinez, Chair
  ▪ No Report
• Dorothy Yeater Scholarship – Melissa Zamora, Chair
• Working on Bosses Day gifts for October
  • Employee Excellence Awards – Sharmeen Ahmed, Chair
    • No Report

VIII. Liaison Reports
  • University Committees:
    • Event Task Force: Event Guide is done and posted online.
  • HR Update:
    • Many New Hires, Faculty onboarding
    • Hosting possible Q&A sessions for employees on CARES/Covid. Many topics already covered on website.
    • Rep. B. Day stated that the types of questions he had heard from constituents are a) personal situations and b) overall grievances with how things are being handled by university.
    • J. Shuttlesworth recommended HR do weekly HR Lunch time Q&A drop-in sessions. Will allow for individual questions and the WebEx Waiting room feature will allow privacy.
    • D. Cortinas stated these were good ideas and HR would look into them.

IX. Tabled Business
  o EEP Email Guidelines.
    ▪ F. Harrison: Exec board will address.

X. New Business
  • Policy Review: 09.02.99.C0.01 University Name and Indicia Usage
    o Approved: Motion passes Unanimously with no comments
  • New Employee guests welcome to the meeting
  • Announcement: Islanders Race To Zero Virtual Event
  • Kudos:
    o J. Shuttlesworth asked how Kudos are being done in our virtual meetings.
    o A. Janney - WebEx polling possible solution
    o J. Escamilla – Kudos sent via email.
    o L. Tucker – No Kudos submitted via email since March Remote transition.

XI. Meeting adjourn at 3.59 pm.
  A. Janney made the motion to adjourn
  M. Munoz seconded the motion.