Staff Council Agenda
Staff Council 2016-2017 Members
September 27, 2016
DWC 115

(All SC meetings are open to everyone. Please invite constituents to attend.)

Members Present: Timothy Boulan, Catherine Bridges, Cassondra Casanova, Sara Chapa, Ashley Dychman, Jennifer Escamilla, Delaney Foster, Diana Gaona, Dora Garza, Christopher Palfreyman, Crystal Ramirez, Cari Reed, John Regalado, Patricia Rodriguez, Cynthia Salinas, Lori Shearin, Ben Soto, Michele Roth (Alison Whelan), Martha Simcik.

Members Absent: Meredith Coplen, Debra Cortinas, Shawn Elizondo, Cassie Eyring, Patricia Hill, Shay Lee, Maria Martinez, Joseph Miller, Yvonne Salas, Nancy Salinas, Terry Tatum, Alison Whelan

I. Call to Order
The meeting was called to order at 3:00 p.m. by Christopher Palfreyman.

II. President’s Report – Christopher Palfreyman
- Marketplace account:
  - Considering an account setup to sell the boss’s day cups, not for this Boss’s Day.
- Budget sheets handed out from Cassie Eyring for review.
  - Missed out on a lot of money because we were not aware there was extra money in there.
- I-drive account
  - Fill out sheet on the I-drive in order to request funds.
- President is retiring:
  - Staff Council would like to recognize the President for his service. So will be talking with the secretary to the President about setting something up so we do not surprise him.
  - We are very sad to see him go as he has been such a big supporter of Staff Council.
- If you are not able to make it to Staff Council or individuals called in sick:
  - You are able to always ask someone in the same category to sit in for you.
- Catherine Bridges requested list of individuals in her category.
  - Out of date list on the I-drive about a year old.
  - Tim Boulan is working on pulling an updated list.

III. Vice-President’s Report – John Regalado
- Faculty senate meeting attended by Ben Soto.
  - Kevin Houlian was at that meeting to discuss a lot of different notices that need to be looked at and voted. Need to start going through these rules and providing feedback. We will be receiving more rules to review.
  - Animals on University Campus and Facilities
  - Service and Assistance Animals on Campus
  - Hours of Work for Full time Nonfaculty Employees.
  - Marilyn Spencer commented on the salary survey that is done every year for faculty satisfaction.
- President’s position:
  - No one knew about the President. Only Trent as he had to write the speech.
  - Last couple of interviews have been done remotely and no one has been brought to campus.
  - Been hiring presidents without them coming to campus.
  - Two to three presidents have been hired for the University. So they are not sure what they are going to do about assigning someone.
  - Will get more clarification from Terry as he could not make it because he is out of town today.
IV. **Treasurer’s Report** – Cassie Eyring
   - Telephone charge and administrative assistant was not showing as being taken out of the account and they had to submit revisions.
   - Chris requested approve the budget. JP motioned to approve.

V. **Historian’s Report** – Ashley Dyckman
   - No Report

VI. **Approval of Minutes** – Cassondra Casanova
   - No changes requested. Motion to approve by Jennifer Escamilla and JP seconded the motion.

VII. **Guest Speakers**
   - Kevin Houlihan

VIII. **Old Business**

IX. **Committee Reports**
   - Benefits and Employee Development – John Regalado
     o Met once and will be meeting later this week.
     o Meeting discussed the purpose of the committee and will continue that discussion.
     o May think about changes for the Bylaws and will have an update by next week.
   - Bylaws and Constitution – Patricia Hill
     o No report.
   - Nominations and Elections – Timothy Boulan
     o No report.
   - University Relations – Cynthia Salinas
     o No report.

X. **Adhoc Committees**
   - Staff Annual Luncheon – Joseph Miller
     o No report.
   - Dorothy Yeater – Shawn Elizondo
     o Boss’s Day will be October 12th and we are selling Boss’s day mug.
     o Marcomm will be sending the info to promote the event soon.
   - Employee Excellence – John Regalado
     o One of the responsibilities for the excellence committee is to coordinate the State Employee Charitable Campaign.
     o So planning has commenced and SSO has the button so that you will be able to donate.
     o A plug has been put in the staff council newsletter.
     o Since the University is not hosting Go blue Give green in the Fall semester we had additional time for planning. The event will be held on Monday, October 31st in the UC anchor ballroom or Dugan. We are considering both.
     o We are also considering bringing the pizza back to the SECC and will be giving prizes to those who do donate. Small way to say thank you to the employees.
     o Since it will be on Halloween they are asking everyone to dress up. JP is challenging everyone to participate and beat him on his costume.
     o Budget has been given by the President.
     o Shay Lee is looking for volunteers to help us on that day. 11-1 on the 31st.
       - Set up and clean up. Any time would be appreciated.
     o Feedback on the location:
       - Thoughts were to keep it inside so that we do not have relocate if the weather does not corporate. More casual in the Dugan than in the ballroom.
       - Catherine Bridges votes to have it in the gym. Lori Shearin, Cari Reed, and Ben Soto both agree gym would be best.
XI. University Committee Reports

- Calendar Committee – Christopher Palfreyman
  o No report. Has not met.
- Committees on Committees – Shay Lee
  o No report.
- Community Outreach – Joseph Miller
  o No report.
- Environmental Health & Safety Council – Yvonne Salas
  o No report.
- Expressive Activity – Patricia Hill
  o No report.
- Faculty Senate – John Regalado
  o Covered.
- Homecoming Committee – Diana Gaona
  o No report.
- I-Adapt- Cassie Eyring
  o No report.
- Inclusive Excellence – John Regalado
  o First meeting on the October 6th at 3:30.
  o JP will not be able to attend and Delany will be attending.
- International Education Council- Delaney Foster
  o Coordinator
- Student Success and Retention Committee – Lori Shearin
  o No report. Has not met.
- Parking and Transportation Committee – Patricia Rodriguez
  o No report from the meeting.
  o Patricia does have feedback from individuals.
  o Complaints about not enough parking for everyone.
  o Freshman or undergrad have to park off campus as a solution to the parking.
  o Received a notice as a student about parking lot being closed but the staff and faculty was not given notice.
  o Will tell Terry about the announcement that should of come out.
- University Center & Student Activities Advisory Council – Ashley Dyckman
  o No report. Have not met yet.
- Veteran’s Affairs Committee – Timothy Boulan
  o Met on September 12th and a lot of information was provided.
  o Main points: Finished the handbook and is available online. Will send out an email to everyone.
  o They want it to be a live document and update year to year.
  o Will be doing more green zone training and will happen in spring time. Tim will email this as well.
  Delaney has this information on their website.
  o JP stated that this a great meeting to attend if never been before. Over 1,000 students on campus and that does not count the families of vets.
- Recreational Sports- Ben Soto
  o No report. Have not met.

XII. New Business

- Next meeting, we will have a guest speaker, Debra Cortinas to discuss the FLSA upcoming changes.
- Interested in booking Margaret Dechant as a guest speaker to discuss the enrollment but was out of town. Trying to book her for a later date.
  o Catherine bridges think any information she provides will be historical so it does not matter the date she attends.
- Retirees will be added to the newsletter.
XIII. **Good of the Order**
- **Kudos** – Ear buds and stylus as the gift
  - Christine Montez - HR
  - Joann Vint – IT
  - Elsa Garcia – Financial aid
  - Jennifer Arnold – COLA
  - Alessandra Garcia - PENS

XIV. **Meeting Adjournment**
- Crystal Ramirez motioned to adjourn and Jennifer Escamilla seconded the motion. The meeting was adjourned at 3:43 pm.