Members Present: Timothy Boulan, Catherine Bridges, Cassondra Casanova, Debra Cortinas, Ashley Dychman, Jennifer Escamilla, Diana Gaona, Dora Garza, Katie Reese (Shay Lee), Maria Martinez, Joseph Miller, Christopher Palfreyman, Crystal Ramirez, Cari Reed, John Regalado, Patricia Rodriguez, Nancy Salinas, Lori Shearin, Martha Simcik, Terry Tatum, Alison Whelan

Members Absent: Sara Chapa, Meredith Coplen, Shawn Elizondo, Cassie Eyring, Delaney Foster, Patricia Hill, Shay Lee (Katie Reese) Yvonne Salas, Cynthia Salinas, Ben Soto

I. Call to Order
   • Meeting called to order at 3:02 PM.

II. President’s Report – Christopher Palfreyman
   • Talked to the President’s secretary and when the gift could be given and they said at the Tamalada on December 8th.
   • Looking at options for gifts that we could do for the President.
   • Potluck for staff council – Thinking of doing the at the Museum or at Hester’s.
     o Any ideas? Or send an email with your ideas.
   • Sent a review and approval for procedures. Please send updates by email.

III. Vice-President’s Report – John Regalado
   • Faculty Senate meeting on Friday – first meeting ever attended.
   • A lot of discussion about policies and procedures.
   • Calendar committee – requesting to change the drop date for each semester to a later date.
   • Different policies that relate to faculty – a lot of discussion about external consulting.
     o If permission is required or what they should be doing.
     o Will keep us up to date about that policy.
   • Provost comments – news about current provost being interim president will be Quintanilla. Question asked about who will be serving as interim provost. She is looking.
   • No news about who will serve as president.

IV. Treasurer’s Report – Cassie Eyring
   • Cassie not available.
   • Report provided. Please review and let us know if any changes are necessary.
   • Motion to approve by Catherine Bridges and JP second the motion.

V. Historian’s Report – Ashley Dyckman
   • Boss’s day on October 17th
   • Almost all the cups were sold – 65 out of 72.
   • Went really well. First main event – SECC and break in the day will be on Monday.

VI. Approval of Minutes – Cassondra Casanova
   • Review minutes any questions or comments?
   • Budget sheets – missed out on a lot of money and what did president mean?
     o About $5,000 that we missed out on and it was absorbed by the university.
     o Staff council lost out on that money.
   • Kevin did not make it as guest speaker.
     o Alison be considered here if they have a proxy?
   • Motion to approve as amended by Jennifer Escamilla and 2nd by Martha Simcik.

VII. Guest Speakers
   Guest Speaker – Ann Degaish
   • #GivingTuesday
   • This time of year a lot of drives asking for money or food. We are giving our time back to the community by participating in the giving Tuesday event. President approved time away from work to participate in these events.
Scheduled 9 events off campus to go help at: Women’s shelter, Loaves and fishes. Will have on campus events as well by the campus garden on November 29th.

Get to see co-workers that we don’t get to see all the time.

Registration next Monday thru 11/10. Need permission from supervisors and forms available online.

Last year we had a good response of 140 individuals that participated. Joe’s staff entire staff participated. Events in the morning/afternoon. Looking for evening shifts.

- Joe Miller – Really enjoyed taking part in these events and our team all wore office shirts.

Questions – Contact Ann Degaish.

Guest Speaker – Margaret Dechant

Enrollment Update

Worked at the university for 29 years and seen so much change. Started in financial aid office. Texas state university. 1994 deemed a 4-year university. Be the university in south Texas that would recruit and graduate students in lower income students. Could not enroll more than 400 students in 1994. Actually enrolled 404 students. (first year seminars)

This year we are enrolled at 12,178 students this fall semester.

Parking garage is full all the way up to the top floor. There is parking but it is not always where people want to park.

Dr. Killebrew really wanted us to hit the 12,000. We want to reach 20,000 by 2020 and have a recruitment plan in place to build on our enrollment. Changes have taken place as of September 1st – building interconnectivity.

Enrollment office - Work with various departments on campus to help students. These departments are housed in the round building. Managed to make a one-stop shop for students.

University Registrar and Veteran’s Office – oversee all registration records. Compliance and veterans. Responsible for graduation and registration for classes.

Admissions is located in the first floor. Oversees undergrad and graduate admissions offices. Took in staff from graduate office and looks good so far.

Welcome center holds the outreach admission counselors that work in that office. Outreach in different areas in Texas that recruit for the University. Welcome center also does the campus tours M-F and Saturday by apt only.

Island days will be held in November, February, and April.

Financial aid office – processes the FAFSA and financial aid award. Scholarship office is also reporting to enrollment office.

Academic testing office also conducted in the round building. SAT/ACT also available for students on campus but only good for our university.

Communication center - Phone bank from M-TH and students make phone calls for campaigns going on.

Center kiosk – 3 full-time staff members available to speak with students. Are well versed in those areas and could speak on any area in that building.

Business office partners – meet once a month to discuss what’s happening in those areas. What’s going on across campus and what’s going to occur. Represent beginning to end and even beyond graduation.

Margaret Dechant is available to assist at 5951.

Guest Speaker – Debra Cortinas

FLSA

Overtime regulations – changes to Federal Law and FLSA laws. To ensure that employees are paid at the rate that is appropriate. Implementation of a new system changes as well.

So what is changing with FLSA:

- Compensate employees who work over 40 hours a week.
  - Amount of pay is not changed based on hours worked or quality.
  - Perform certain level of duties and your salary doesn’t flux than our exempt.
  - Paid a certain amount on a weekly basis. $455/week. (changes) must now make $913/week.
    - Doesn’t matter how many hours worked.

- We have a lot of employees that were classified as exempt and will be reclassified to non-exempt employees. These employees will be entitled to overtime pay and will need to start recording their time in TimeTraq.

- Real important that all of us understand that we acknowledge. It’s not a reflection of the person’s work.

- We are worried about morale going down for employees. Have had meetings with department heads to discuss training.

- As a public employer, we are allowed to compensate them with time off.
• First approach is to bank some compensatory time.
  • You do not lose comp time. With FLSA comp time is always paid out.
  • It is your boss’s job to manage the overtime. Flex your schedule this week because I need you to work this Saturday and take Tuesday off.
• Two new programs in compensatory time in TrainTraq for supervisors or employees.
  • None of this applies to teachers.
• Post docs are subject to this change. Fall into the learned professions positions.
  • Learned professional (degree position)
  • Administrative exemption positions
  • Executive exemption
• Website dedicated to go over this information.
  • https://hr.tamucc.edu/compensation
• Training for employees and supervisors to ensure they understand how to do this.
• Violation of the state law if employees fail to record the overtime hours.

VIII. Old Business

IX. Committee Reports
• Benefits and Employee Development – John Regalado
  • Met on September 29th and will be looking to change the bylaws in the next few weeks. Sending some topics to the committee to discuss. Setting up some training dates.
• Bylaws and Constitution – Patricia Hill
  • No report
• Nominations and Elections – Timothy Boulan
  • No report
• University Relations – Cynthia Salinas
  • No report
  • Booked with break in the day.
  • Meeting with the Islander Lights committee on November the 3rd.

X. Adhoc Committees
• Staff Annual Luncheon – Joseph Miller
  • First meeting was held and floated the idea of changing the date but everyone thinks they should keep on the Tuesday before spring break.
  • Beach theme with hot dog lunch menu.
  • Contemplating UC or gym?
  • Planning to start first of the year.
  • Any volunteers are welcome to join us.
  • Contact any of the committee members, for more info.
• Dorothy Yeater – Shawn Elizondo
  • No report
• Employee Excellence – John Regalado
  • SECC on Monday, October 31st from 11 – 1
  • Volunteers needed.
  • Website is available and has information for new employees.
  • Celebrate and thank people for participating in the event.
  • Combining with the Fall break in the day.
  • Anyone who has donated is eligible. Will be selling pizza and a drink.
  • Jailhouse will be going on. Think who you want to lock up.
  • Bean bag, popcorn, cookies, Jenga, costume contest,
  • All monies go to the three selected charities. Good prizes being given away. Must be present to win.
  • Committee is meeting after this to finish up details.

XI. University Committee Reports
• Calendar Committee – Christopher Palfreyman
  • Met on September 28th. Choose two days to give us extra time off.
  • In 2019 there are more work days.
• Committees on Committees – Shay Lee  
  o No report
• Community Outreach – Joseph Miller  
  o No report
• Environmental Health & Safety Council – Yvonne Salas  
  o Next meeting November 9th  
  o No report
• Expressive Activity – Patricia Hill  
  o No report
• Faculty Senate – John Regalado  
  o Already given.
• Homecoming Committee – Diana Gaona  
  o No report
• I-Adapt- Cassie Eyring  
  o No report
• Inclusive Excellence – John Regalado  
  o Crystal Ramirez spoke on behalf of JP.  
  o Looking at all different classifications for inclusion and diversifications.  
  o Emails coming our ways about it.
• International Education Council- Delaney Foster  
  o No report
• Student Success and Retention Committee – Lori Shearin  
  o No report as they have not met.
• Parking and Transportation Committee – Patricia Rodriguez  
  o Meeting on December 2nd  
  o SGA held public forum regarding parking.  
  o 5 students who address some of the issues.  
    ▪ Buses are full.  
    ▪ Resident parking? Is it split?  
    ▪ Cost about a new parking garage.
• University Center & Student Activities Advisory Council – Ashley Dyckman  
  o No report.
• Veteran’s Affairs Committee – Timothy Boulan  
  o Veterans day on November 11th  
  o Event in the Garcia plaza to support the active military.  
  o Active green zone.  
  o January 10th – email coming out.  
  o Orientation is not required for veterans.  
  o Recommendation from the committee. Require that in the future for veterans.
• Recreational Sports- Ben Soto  
  o No report

XII. New Business
• Catherine would like to thank Timothy for all the work with the emails.
• Debra is working with IT to give an updated list by EEO category and be current to update it regularly.
• Voting on campus tomorrow.
• Cassie Eyring gave out a flyer on cannabis education.
• Crystal Ramirez present info on a Religious service on campus on reading day.

XIII. Good of the Order
• Kudos – Email Laura our recommendation for Kudos.

XIV. Meeting Adjournment
• Joe Miller motioned to approve and Timothy Boulan seconded the motion.