Staff Council Agenda
February 28, 2017
UC Bayview 320

Members Present: Timothy Boulan, Catherine Bridges, Cassondra Casanova, Sara Chapa, Meredith Coplen, Shawn Elizondo, Jennifer Escamilla, Cassie Eyring, Diana Gaona, Dora Garza, Shay Lee, Laura Marino, Christopher Palfreyman, Crystal Ramirez, Cari Reed, John Regalado, Patricia Rodriguez, Martha Simcik, Ben Soto, Terry Tatum, Alison Whelan

Members Absent: Debra Cortinas, Ashley Dyckman, Delany Foster, Patricia Hill, Maria Martinez, Joseph Miller, Yvonne Salas, Cynthia Salinas, Nancy Salinas, Lori Shearin

I. Call to Order

- Christopher Palfreyman called the meeting to order at 3:02 PM.

II. President's Report – Christopher Palfreyman

- The Chancellor will be on campus on March 22nd
  - Send questions, comments, and concerns to Laura Marino.
- Luncheon with President's Cabinet (PC) will be on March 20th
  - Send questions, comments, and concerns to Laura Marino.

III. Vice-President's Report – John Regalado

- Received notes from Laura Marino from the Faculty Senate meeting.
  - The Senate has begun the process to amend their constitution.

IV. Treasurer's Report – Cassie Eyring

- No new report.
- Statements provided in handout. Contact Cassie Eyring if you have any questions.
- Approval needed for the January 31 treasurer report.
  - Catherine Bridges motioned to pass report as is and Shay Lee seconded the motion.
  - All in favor to approve report.

V. Historian's Report – Ashley Dyckman

- *No report.*

VI. Approval of Minutes – Cassondra Casanova

- Changes requested for the January 24 minutes:
  - Catapult needs an explanation of what it is.
  - Fix the word 'affect' in the Vice-President's report and add session after legislative.
  - Remove sentence 'Beware if these increases the source of funding stops for us'
    1. The budget request will have a 4% cut and will affect future funding.
  - Clarify what 'packet' means in treasurers report.
  - Include the winners names in the Dorothy Yeater Scholarship report and link to the website.
  - Fix second sentence in the USCA Advisory Council to "UC will provide two opportunities".
  - Change Parking and Transportation report to no report.
  - Approval of minutes' need to have a motion and a second those minutes.
- JP Regalado motioned to approve the minutes with changes and Shay Lee seconded the motion.

VII. Guest Speakers

- Provost Dr. Ted Guffy
  - Brief background on employment history.
- Dr. Theresa Sharpe – Discussed at Risk Training Available

- Received a three-year grant for the suicide prevention training. There is an online simulator/training available to staff, faculty, and students.
- There is an average of 1,350 suicides per year and it is important for staff, students to identify and approach distressed students and how to take appropriate action. The training simulator offers interactive interviews with students.
- To locate the training, go to the counseling center website and the at-risk training program is located on the home page and then click on the icon and the password is Tamuccemp. https://kognitocampus.com/#link%#link%20to%20at%20risk%20for%20students
- Signs around campus about mood check. This is to help students realize if they have any issues.
- All services are free and confidential to use and does not go on record. This includes personal counseling, academic success skills counseling, and relaxation room. There is also a walk-in counselor, crisis phone number.

- Lupita Regalado – Discussed Bi-monthly Payroll Change
  - Nonexempt employees are switching to a biweekly pay schedule. Effective June 1 and first pay check to be paid on June 23.
  - Original W-4 setup will remain in effect.
    1. Taxes will continue according to the Federal W-4 forms currently on file for an individual. If you have an additional tax amount deducted from your paycheck, that monthly amount will be take each biweekly check. You may consider reducing this amount by at least half. If you do not want the current additional amount to be taken from each biweekly check, go to Single Sign On (SSO) and review or update your W-4.
    2. If a nonexempt employee obtains an exempt position, that individual will move from biweekly to monthly paychecks.
  - FAQ is available on the website along with the pay schedule. http://payroll.tamucc.edu/FAQ.html
  - To estimate how much your pay will be every two weeks, you can go to HR connect and click on more tools option and then click on the net pay estimator. The estimator will assist you with breaking down your pay into a bi-weekly schedule.
    1. Longevity will be paid on the first paycheck of the month.
  - Financial series on budgeting will be available through Deer Oaks. See handout for more information and dates.

- Ben Soto – DUO Two-Factor Authentication
  - Changes coming to how we login to several systems we use every day. A lot of programs are already set up to require additional login credentials. Where the program can text or call you so that hackers are not able to login.
  - Special campus announcements coming your way. Along with sessions, training, and poster sessions will be starting right away. March 1st is when open enrollment will start and April 3rd will be mandatory date for the entire campus.
  - It is recommended that 2 devices are used so that you can login from your office or from home if needed.
  - Training sessions every Friday from 2-4 in Corpus Christi Hall, see campus announcements for more details. Helpdesk can assist in resetting your password and manage any devices that are set up.

VIII. Old Business

IX. Committee Reports

- Benefits and Employee Development – John Regalado
  - Financial budget series coming up next month. See the handout for dates.

- Bylaws and Constitution – Patricia Hill
    - No report.
- Nominations and Elections – Timothy Boulan
    - Met a couple of weeks ago. Discussed dividing up the employees for nominations in different ways instead of EEO category.
    - Also, discussed ideas about having an initial meeting to go over the Executive Board positions in detail and what they entail. Another idea was to send out an email so that people know more about the positions and could be ready to make recommendations for nominations during elections for the board.
- University Relations – Cynthia Salinas
    - Delivered a few of the Kudos a few weeks ago and have not met since then.

X. Adhoc Committees

- Staff Annual Luncheon – Joseph Miller (Report given by Alison Whelan)
    - Committee has a meeting on Thursday and next Thursday as the committee finalizes the details.
    - Menu will include two hot dogs and hamburgers with a salad bar. Must bring sandDollar card in order to get into the event.
- Dorothy Yeater – Shawn Elizondo
    - Committee has met and is in the process of finalizing the gift that will be sold for Administrative Professionals' Day. Gift will be a gym bag, with a water bottle, fruit, snack, and other goodies. Committee is still finalizing the details of the bag and price. Price discussed was $10 range.
- Employee Excellence – John Regalado
    - Deadline is tomorrow, March 1st.
    - Because of the time, the committee was not able to make any changes to the process with the categories. The process includes the three categories: excellence, engagement, and expansion.
    - After the Service Awards event this year, committee will reconvene and discuss changes for the next year. One item that has been brought to the committee's attention is that Directors are excluded from being nominated.
    - There are nominations for each one of the categories. Process includes a mandatory supervisor questionnaire and mandatory employee questionnaire.
    - Spread the word that we only have one more day.

XI. University Committee Reports

- Calendar Committee – Christopher Palfreyman
    - No report.
- Committees on Committees – Shay Lee
    - No report.
- Community Outreach – Joseph Miller
    - No report.
- Environmental Health & Safety Council – Yvonne Salas
    - No report.
- Expressive Activity – Patricia Hill
    - No report.
- Faculty Senate – John Regalado
    - Already provided.
- Homecoming Committee – Diana Gaona
    - Homecoming events- Lighting of the I, Tailgate, and Block Party turned out great and had a great turn out.
    - Several winners for the different decorating events. For the basketball decorating, Delta Sigma Phi. For the window decorating Gamma Phi Beta and Delta Phi Alpha. For the door decorating contest the Library received 1st place, Student Services received 2nd, and the Islander Transition Center received 3rd.
    - Thursday, March 2nd is Dr. Seuss' birthday and JP is going to be dressed up as Cat in the Hat.
    - Also, Dean's Cup office decorating competition will become an annual event. Science and Engineering won this year.

- I-Adapt- Cassie Eyring
    - On March 3rd there is a community college session with Del Mar for a Prescription Drug Conference. This conference will discuss prescription drugs and the way students possibly abuse them.
    - Wellness Expo is coming up on April 19th.
    - Wild and Wacky Wednesday will be on March 8th and they are looking for departments to provide give-aways.
    - SBI is an intervention for students and is a 2-day event. Counseling Center talk with students that might have issues with drugs, prescription drugs, or had issues in the past. Looking for volunteers interested in participating in this type of event. If so, there is a course to train you on March 28th and then the event will be on April 4th and 5th.
- Inclusive Excellence – John Regalado
    - No report.
- International Education Council- Delaney Foster
    - No report.
- Student Success and Retention Committee – Lori Shearin
    - No report.
- Parking and Transportation Committee – Patricia Rodriguez
    - Met in December. Sheet passed around of schedule and map of parking lots that show current spaces available. Looking to create additional spaces where parking lots have additional space. Meeting again next week. If any changes to parking lots, will not happen until Fall semester. Any ideas or concerns about parking or buses email Roy Dilks. Idea brought up was having a shuttle to take individuals around campus.
- University Center & Student Activities Advisory Council – Ashley Dyckman
    - No report.
- Veteran's Affairs Committee – Timothy Boulan
    - Committee met two weeks ago.
    - JP attended and the committee did not have any major updates.
    - Committee is working with orientation to have a program for Veterans.
- Recreational Sports- Ben Soto
    - No report.

XII. New Business

- 03.99.99.C0.01 Staff Council Procedures
    - Changes made by JP Regalado, Laura Marino, Meredith Coplen, and Christopher Palfreyman.
    - Pass with comments.
- 33.06.01.C0.01 Flexible Work Arrangements for Non-faculty Employees
    - Includes all non-faculty employees.
    - Examples should be included to help clarify.
    - Pass with comments.
- 33.99.04.C01.01 Promotion, Transfer, and Voluntary Moves
    - The term "classified" has the same meaning as "exempt".
    - Demotions are not covered in this rule; however, section 4.5 does discuss demotions.
    - Pass with comments.

XIII. Good of the Order

- ***Kudos***
    - Cindy Peralta
    - Zelda Chacon
    - Joseph Ruiz
    - Ashley Larrabee
    - Lupita Regalado

XIV. Meeting Adjournment

- Jennifer Escamilla motioned to adjourn and Ben Soto seconded the motion. The meeting was adjourned at 4:33 pm.