Staff Council Minutes
March 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, Joseph Miller, Christopher Palfreyman, Crystal Ramirez, Katie Reese (Proxy-Shay Lee), John Regalado, Nancy Salinas, Lori Shearin, Martha Simcik, Ben Soto, Terry Tatum, Alison Whelan

Members Absent: Debra Cortinas, Ashley Dyckman, Delaney Foster, Dora Garza, Patricia Hill, Shay Lee Maria Martinez, Cari Reed, Patricia Rodriguez, Yvonne Salas, Cynthia Salinas

I. ***Call to Order – 3:02***

II. ***President's Report –*** Christopher Palfreyman

- Staff Council Board members met with President's Cabinet for lunch and several items were discussed.
  - There is not a final budget as they are still in the process of sorting out the budget but looking at a 5-10% cut. Because of this, merit incentives have also not been decided. We did ask about non-financial incentives to boost staff morale, and Dr. Quintanilla is open to new ideas. If you do have any additional ideas, please send to Laura Marino so she can put a list together. We also discussed working the Saturday before classes start in the Fall, and a notification will be sent to supervisors regarding which departments will need to be opened. These supervisors will be reaching out to their staff soon as to which employees will need to be available. Requested information on the Presidential search, candidates are being reviewed and a few will be selected and presented to the Chancellor. Once a final decision is made, there is a 20-day waiting period before candidates are announced. Also, requested information on the Merger, and Dr. Quintanilla stated it was completely dead and will not be moving forward.
- Staff Council Board members met with Chancellor Sharpe for brunch and several items were discussed.
  - Discussed the process for selection of representation on the President's search and asked why staff council was not selected to serve on the committee. Chancellor Sharpe added Christopher Palfreyman to the search committee as the Staff Council representative. Also discussed information about the merger and stated that the merger is dead and not happening. Again, asked about the budget and stated there is not final a budget as they are still in the process of sorting out the budget but looking at a 5-10% cut. Brought to his attention the lack of food options during low enrollment times, and he is going to see if he could extend the hours to 3:00 PM or provide additional options during those times. Chancellor Sharpe brought up the RELLIS satellite campus. This campus will be for students in the top 10% of their class and will have option to take classes from A&M West Texas, A&M Kingsville, and TAMUCC and graduate under that specific school name.
- In other news, Bonnie Yvonne Salas has submitted her resignation to staff council. We will be working to replace this individual as she has 18 months left on her term to serve.

- Mary Canales reached out to Staff Council regarding the System Employee Benefits Advisory Committee (SEBAC) that meets on a quarterly basis to make recommendations to TAMUS administration on issues related to employee benefits. This committee is looking for two volunteers to run for the two year appointment. Eugene Bland is currently serving on that committee. Please consider joining this advisory committee. Christopher Palfreyman will reach out to Mary Canales to get a short description and will send out to General Council.

III. Vice-President's Report – John Regalado

- Attended the Faculty Senate meeting Friday 3/24.
  - Majority of the discussion at the meeting was on the policies and procedures.
  - Margaret Dechant spoke at this meeting and shared that the Scholarship office is now under the Enrollment Management department.
  - Faculty Senate just completed elections for new officers this coming year.
  - Faculty Senate did bring up the Chancellor visit and stated the meeting was not informative and no information released.

IV. Treasurer's Report – Cassie Eyring

- Please see the account balance sheet handed out.
- Luncheon information not showing up in the budget just yet; however, luncheon expenses came out to around $7,400.
- Motion to approve report by Catherine Bridges seconded by JP Regalado with no objections by committee.

V. Historian's Report – Ashley Dyckman

- No report

VI. Approval of Minutes – Cassondra Casanova

- One minor change on the I-Adapt information, should state SBI not SPI.
- Motion to approve minutes with edits by Joe Miller and JP Regalado seconded the motion.

VII. Guest Speakers-

- Richard Owens, Associate Director of the University Center
  - Introducing the new reservation process for the UC starting in April.
  - Currently there are two times during the fiscal year, November and April, to place a reservation. Looking to change this over to a one time a year reservation process.
  - Starting in April, reservation windows will open for May 2017-May 2018:
    1. April 3 – Tier 1 – Signature event
    2. April 10 – Tier 2 – All departmental works
    3. April 17 – Tier 3 – Student organizations
    4. April 24 – Tier 4 – Faculty / Staff
  - This is not going to be the only times to make reservations. This is opening the opportunity to allow others to make reservations and utilize the space available.
  - If you have not received an email from the Scheduling office and make reservations with the UC, please contact the Ucscheduling@tamucc.edu or Richard.Owens@tamucc.edu
  - To make reservations or more information visit the website: http://studentactivities.tamucc.edu/universitycenter/Scheduling.html

Duo Security Two-Factor Authentication

- Ben Soto
- Duo will start on April 3rd.

- Encourage all colleagues to sign up for Duo as soon as possible.
- There was some confusion with those that signed up for SSO College Stations Duo Security and is different than TAMUCC Duo Security. You must sign up for the TAMUCC Duo.
- Helpdesk (ext: 2692) could assist if individuals are unsure if they have signed up.
- All student employees should also set up an account with Duo. Please ensure your student employees have done so.
- To sign up and for more information regarding the Duo Security, please visit the website: http://it.tamucc.edu/twostep/index.html

VIII. Old Business

IX. Committee Reports

- Benefits and Employee Development – John Regalado
  - Catapult Health Checkups are coming up and will be on a first come first serve basis.
  - Call for presentations for Employee Development Day, May 17 and email sent out last Friday from the TAMUCC survey. Call for Presentations is due Friday, April 7.
- Bylaws and Constitution – Patricia Hill
  - No report
- Nominations and Elections – Timothy Boulan
  - no report
- University Relations – Cynthia Salinas
  - No report

X. Ad hoc Committees

- Staff Annual Luncheon – Joseph Miller
  - The Luncheon had 8 donors and 18 retirees in attendance.
  - One of the Sanddollar machines was not working properly; however, we believe we had about 415 total in attendance. This was a good number as we had purchased food for 500 individuals.
  - Donations and door prizes were valued at $1,935. The silent auction brought in $1,208, which is donated to Dorothy Yeater Scholarship fund.
  - We received several complements on the event and were looking for any feedback that anyone has for next year.
  - Thanks goes out to the following members: Tim Boulan, Catherine Bridges, Cassie Eyring, Diana Gaona, Dora Garza, Nancy Salinas, and Alison Whelan.
  - Special thank you to Ben Soto, who served as the Master of Ceremony and Shawn Elizondo for her expertise.
  - Last report until next year.
  - Very special thank you to Laura Marino for assistance in the event and putting the prizes together.
- Dorothy Yeater – Shawn Elizondo
  - Next event coming up is the Administrative Professionals Day on April 26th.
  - Bags ordered last year will be used for the gift bags this year. Gift bags will include water bottle, apple/orange and different snacks. The price for these bags will be $10 and they are ready to go on sale now. There are 100 bags to be sold. Purchases could be done through staff council office. Delivery will be available on April 26. Individuals could pick up on April 24 if they would like to deliver on their own. Notices will be sent out through campus announcements, monitors, newsletter, and emails.
- Employee Excellence – John Regalado
  - All nomination materials have been given to the selection committee and are currently reviewing.

- The awards will be announced during the Islander Awards: Friday, April 21st from 1:30 – 3:00 PM.
- Thank you for helping to spread the word about the event.

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
  - No report
- I-Adapt- Cassie Eyring
  - No report
- 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
  - No report
- University Center & Student Activities Advisory Council – Ashley Dyckman
  - Meeting on March 10 was rescheduled to this Friday, March 31.
- Veteran's Affairs Committee – Timothy Boulan
  - No report
- Recreational Sports- Ben Soto
  - No report

XII. New Business

- Suggested that we review the committee list and see if they are active as most are not meeting or have no report.
- Human Resources is currently looking for volunteer cheerleaders to be a designated person in the audience to cheer for all individuals receiving an award or milestone.
- A card for the Chancellor is available for signature if you attended the meeting.

XIII. Good of the Order

- ***Kudos***
  - Leslee Schauer
  - Sebastian Garzon
  - Sandra Martinez
  - Yoshiko Boulan
  - Coleman Fredrick

XIV. Meeting Adjournment

- Catherine Bridges motioned to adjourn and Joe Miller seconded the motion. The meeting was adjourned at 4:00 pm.