Staff Council Minutes  
May 23, 2017  
UC Bayview 320  

Members Present: Timothy Boulan, Cassondra Casanova, Shawn Elizondo, Jennifer Escamilla, Diana Gaona, Dora Garza, Patricia Hill, Shay Lee, Maria Martinez, Joe Miller, Christopher Palfreyman, Crystal Ramirez, Katie Reese, John Paul Regalado, Nancy Salinas, Lori Shearin, Martha Simcik, Ben Soto, Alison Whelan, Catherine Bridges, Meredith Coplen, Ashley Dyckman, Cassie Eyring, Cari Reed, Patricia Rodriguez.

Members Absent: Sara Chapa, Debra Cortinas, Delaney Foster, Cynthia Salinas, Terry Tatum.

I. Call to Order - 3:06 p.m.

II. President’s Report – Christopher Palfreyman
• Staff Council annual retreat has been set for August 9. New members will be in attendance.
• Discussed the presidential search update. The committee interviewed the selected candidates and narrowed down the search to three candidates for the chancellor and regents to interview.

III. Vice-President’s Report – John Regalado
• EAP sessions were held.
• Reminded Sarah Green that we wanted the session “Change it or Rearrange it With Feng Shui” back and she is working on this for us.

IV. Treasurer’s Report – Cassie Eyring
• Motion to approve by Lori Shearin seconded by Joe Miller.

V. Historian’s Report – Ashley Dyckman
• No report

VI. Approval of Minutes – Cassondra Casanova
• Motion to approve by Joe Miller seconded by Jennifer Escamilla.

VII. Guest Speakers
• Roy Coons
  o Hurricane season is about to begin June 1st through November 30th.
  o We need to be prepared for the season and start working with our individual departments to ensure we have a plan in place.
  o TAMUCC operates under a Hurricane/Tropical Storm Defense Plan to safeguard students, faculty and staff and to protect campus facilities in the event of a hurricane or tropical storm.
  o The university has eight hours to get the campus closed down for an emergency.
  o Emergency management meetings are held to discuss preparations for potential impacts and to identify resources and processes to mitigate the impact.
  o Communication plans are in place in the event of an emergency to get the information out to the students, staff, and faculty. We work with a system called Code Blue to send these notifications.
    ▪ Web and social media sites
    ▪ Email alerts
    ▪ Phone and text messages
    ▪ Outdoor voice & sound alarm
    ▪ Campus work phones
  o For more information visit the website- http://safety.tamucc.edu/Hurricane.html
• Ben Soto
IT updates-Addition of Syncplicity
- Syncplicity (dropbox replacement) is in testing phases now to have ready June 1.
  - Will replicate files and store them in cloud to have access on the go or at home or situation where campus is closed.
  - Will not get rid of dropbox or outbox, Syncplicity is just a more secure version.
  - Right now, does not link or connect with I-drive, currently figuring out which route will work best.
  - Syncplicity is accessed from a webpage.
  - Unsure how long the OneDrive service given by Microsoft will be effective. Another reason why Syncplicity is a better option.
  - Will be “Duo” enforced.
  - There is a limit to data on I-drive; there is no limit to Syncplicity. Will have to register device for you for the application.
  - Syncplicity is “file replication” not technically a backup. If something is deleted on the computer, it will delete on the cloud as well.
  - If the devise is on the network, settings will be automatically sent to the computer will be set up with Syncplicity. Those with personal laptop will need to be sent setting, will not be sent automatically. Hopefully setting will be default.

VIII. Old Business

IX. Committee Reports
- Benefits and Employee Development - John Regalado
  - Staff Council hosted EAP session, “Plan Your Dream Vacation on a Budget”.
  - Requested the session “Change it or Rearrange it With Feng Shui” and Sarah Green is working on this for us.
- Bylaws and Constitution - Patricia Hill
  - No report
- Nominations and Elections – Timothy Boulan
  - Elections are in progress. About 39 individuals have accepted the nomination, which is about the same amount of individuals as last year.
  - Noticed that the EEO categories are not fairly represented. For instance, EEO category 4 group cannot vote, as their term is not ending. However, we have lots nominees for the other categories.
- University Relations – Cynthia Salinas
  - Dora has filled in as leader coordinating committee plans.
  - Preparing for the Break in the Day event on June 9th in the UC Anchor Ballrooms.
  - Backlog on delivering kudos and setting up meeting to distribute.

X. Adhoc Committees
- Staff Annual Luncheon – Joseph Miller
  - No report.
- Dorothy Yeater – Shawn Elizondo
  - There are five scholarships available and we are currently recruiting.
  - We have begun looking for bosses and administrative professional’s day gifts and prices for next year.
- Employee Excellence – John Paul Regalado
  - Awards Committee met this morning and will be submitting a proposal for changes on the categories and the process of awards.
  - Consensus that Directors should not be included in the award process.
  - We will be meeting in June to further discuss.
  - Terry Tatum did have some feedback and suggestions and we are re-reviewing.

XI. University Committee Reports
- Calendar Committee – Christopher Palfreyman
  - No report
- Community Outreach – Joseph Miller
No report

Health & Safety Council – Lori Shearin
  No report

Expressive Activity – Patricia Hill
  No report

Faculty Senate – John Regalado
  No report

Homecoming Committee – Diana Gaona
  No report

I-Adapt- Cassie Eyring
  Designated smoking areas have been selected and sent out in an email.
  Amanda Drum did work on getting this grant for the campus; however, contact Terry Tatum if you have any questions about the areas selected.
  So far, not very many complaints regarding the selected areas.

Inclusive Excellence – John Regalado
  No report

International Education Council- Dora Garza
  No report

Student Success and Retention Committee – Lori Shearin
  No report – Committee does not exist any longer.

Parking and Transportation Committee – Patricia Rodriguez
  Committee has had several meeting due to lack of parking spaces available.
  The committee found that there is 200 spaces of dead area that could be turned into parking spaces.
  This summer work will begin to start converting these dead spaces into parking spots. This work will be completed parking lot by parking lot.
  Once the construction is finished, that will also free up about 125 parking spaces.

University Center & Student Activities Advisory Council – Ashley Dyckman
  No report

Veteran’s Affairs Committee – Timothy Boulan.
  No report

Recreational Sports- Ben Soto
  No report

XII. **New Business**

- **31.01.09.C0.01 Overtime**
  - Approved with changes. Motion to approve by Catherine Bridges seconded by JP Regalado. No one against.

- **31.0801.C1 Faculty and Staff Emeritus Status**
  - Second sentence does not make sense.
  - Consistency needs to be checked for University or university throughout the document.
  - Pass with changes. Motion to approve by Shay Lee seconded by Dora Garza.

- **32.01.01.C0.01 Compliant and Appeal Process for Non-Faculty Employees**
  - Again, consistency needs to be checked for University or university throughout the document.
  - Remove the slash in the title. (/32.01.02C0.01)
  - Should “Ethics Point” be one word or two throughout the document.
  - Meredith asked who should we report to if the supervisor is the VP?
    1. JP – The President will appoint someone for you to report to if the supervisor is the VP.
  - Need to specify the details of retaliation further.
  - Return for clarification.

XIII. **Good of the Order**
• **Kudos**
  - **Kelsey Davidson**
  - **Denise Dougherty**
  - **Bonnie Salas**
  - **Mary Wallace**
  - **Cynthia Peralta**

• **Recycling**
  - Meredith Coplen brought up that SSC does not actually recycle even though there are bins in our office designated for that purpose.
  - In most cases, they cannot recycle because the items are either not cleaned properly or put in the wrong place.
  - We need to get the word out about how to recycle properly.
  - JP Regalado volunteered to put a committee together to look into this.

**XIV. Meeting Adjournment**

• Ashley Dyckman motioned to adjourn and Shay Lee seconded the motion. The meeting was adjourned at 4:07 p.m.