

Staff Council Minutes
August 22, 2017
UC Anchor Ball Rooms A&B

Members Present: Heather Barr, Catherine Bridges, Luisa Butler, Debra Cortinas, Ashley Dyckman, Jennifer Escamilla, Cassie Eyring, Deanne Hubenak, Randy Lara, Maria Martinez, Hayford Osei, Elizabeth Palacios, Christopher Palfreyman, Maria Pedigo, Elizabeth Perez, Cari Reed, Katie Reese, John Paul Regalado, Patricia Rodriguez, Nancy Salinas, Leslee Schauer, Lori Shearin, Frank Spaniol, Martha Simcik, Ben Soto, Alison Washburn.

Guests: Bethany Pfeiffer, Diana Ybanez,

Members Absent: Sara Chapa, Delaney Foster, Crystal Ramirez, Cynthia Salinas, Terry Tatum.

I. Call to Order – 3:03 p.m.

II. Approval of Minutes – Cassondra Casanova

- Timothy Boulan was recorded as absent and was actually present at the last meeting.
- In the members absent between Meredith Coplen and Delaney Foster there should be a comma.
- Under New Business, the comments under Policy/procedure 31.01.01.C0.01 should be removed as they should belong to policy/procedure 32.01.02.C0.01 under Old Business.
- Under New Business the statement “Additional time has been given...” under 31.01.01.C0.04 should be moved to above all the Policy Procedures as they were moved to the next meeting for discussion.
- Motion to approve with amendments by Leslee Schauer seconded by Lori Shearin.

III. Elections

- Vice President
 - Ben Soto nominated by Christopher Palfreyman, Ben accepted
 - Leslee Schauer nominated by Maria Pedigo, Leslee declined
 - Ben Soto was elected as Vice President
- Parliamentarian
 - Leslee Schauer nominated Elizabeth Palacios, Elizabeth declined
 - Liz Palacios nominated Elizabeth Perez, Elizabeth declined
 - Upon decline of Elizabeth Perez, Elizabeth Palacios accepted her initial nomination
 - Elizabeth Palacios was elected as Parliamentarian
- Secretary
 - Catherine Bridges nominated Leslee Schauer, Leslee accepted
 - Patricia Rodriguez nominated Cari Reed, Cari declined
 - Cassie Eyring nominated Lori Shearin, Lori declined
 - Leslee Schauer was elected as Secretary
- Treasurer
 - Leslee Schauer nominated Catherine Bridges, Catherine accepted
 - Alison Whelan nominated Heather Barr, Heather accepted.
 - Ashley Dyckman nominated Cassie Eyring, Cassie declined
 - Catherine Bridges won majority of secret ballot and was elected as Treasurer.
- Historian
 - Martha Simick nominated Lori Shearin, Lori accepted
 - Katie Reese nominated Hayford Osei, Hayford accepted
 - Leslee Schauer nominated Heather Barr, Heather declined
 - Lori Shearin won majority of secret ballot and was elected as Historian.

IV. President's Report – John Paul (J.P.) Regalao

- J.P. said that he was asked to serve on the search committee for the new Provost. The University was using the same firm for the Presidential search, Parker Executive Search, and hopefully will have a new Provost in place by January. Finalists will be brought to campus.
- Frank Spaniol, from Faculty Senate, added that the Provost search committee had a lot of Unity of what they were looking for in a Provost.

V. Treasurer's Report – Cassie Eyring

- Cassie provided an Expenditures by category for last year to give a budget idea for Staff Council events.
- J.P. mentioned that there was some money left over that he will talk with XXX about what accounts can be used for what purpose and that there was a \$1600 increase for the Employee Luncheon budget.
- Motion to approve report made by Deanne Hubenak and seconded by Hayford Osei and was passed.

VI. Old Business

- 31.01.01.C0.01 Employee Compensation Administration
 - J.P. Regalado and Ben Soto opened for discussion
 - Debra Cortinas said what changed was mostly format, it moved from a rule to procedure and there were some definition changes.
 - Chris Palfreyman said that on section 1.1 that the reference to 31.01.01 should be a link. Leslee Schauer pointed that on page 5 were the links to the references.
 - Elizabeth Palacios called to question and procedure was passed.
- 31.01.01.C0.02 Salary Increases Not Awarded Through the Regular Budget Cycle
 - J.P. Regalado and Leslee Schauer opened for discussion
 - Deanne Hubenak said that section 1.1 had inconsistency of strong evidence and evidence as well as compelling argument and explanation.
 - Debra Cortinas talked about increases should be handled within the regular budget cycle and out of cycle increases need a justification. Debra agreed that the language was subjective.
 - Leslee Schauer said that section 1,1 should have "with approval" and not "will approval."
 - Section 1.1 should be "evidence" and not "strong evidence"
 - Section 4.1 "out of cycle" should be "out-of-cycle." Also "om line" should be "on-line."
 - Ben Soto called to question and procedure was passed.
- 31.01.01.c0.03 Temporary Salary Increase
 - J.P. Regalado and Deanne Hubenak opened for discussion
 - Elizabeth Perez called to question and the procedure was passed.
- 31.01.01.C0.04 Reclassifications of Non-Faculty Positions
 - J.P. Regalado and Hayford Osei opened for discussion
 - J.P. asked what initiated changes and Debra Cortinas said and updates of System Regulation and Cycle Update.
 - Leslee Schauer said section 2.4 "Budget Office" should be capitalized.
 - Leslee Schauer said section 2.1 and 2.4 "online" is one word.
 - Ben Soto asked about the last line in section 1.1 that if a promotion does not make a person ineligible of merit increase.
 - Debra Cortinas answered that it should say, "Unless so stipulated in merit guidelines." Later Debra said it is better to remove that last line
 - Elizabeth Palacios called to question and procure was approved.

VII. Committees

- J.P. Regalado handed out a list of Staff Council and Adhoc committees with who was placed on which committee
- J.P. told the Benefits and Employee Development Committee that he thought childcare would be a good thing. He made it clear that he was not telling the committee what to do but more of a suggestion.
- J.P. charged the Bylaws and Constitution Committee to look over the Bylaws and Constitution.
- J.P. said that childcare for employees was brought up and will be perused.
- It was asked that if the free Tuition for classes could be allowed for dependents and J.P. said that it was not allowed by law. Frank Spaniol from Faculty Senate added that Faculty Senate was looking at the matter to and perhaps scholarships would be one workaround.
- J.P. said Nominations and Elections committee happens mostly in Spring. He charged them with looking at the problem that Staff Council is not rotating half of its members every year. It has become swayed a lot.
- VIII. J.P. mentioned that for the Employee Luncheon, Staff Council was looking at the budget.
- The Employee Excellence committee last year did some changes. The committee instilled three new categories of Leadership, Inclusion, and Service. The problem was that the old categories of excellence, engagement, and expansion have letters embedded in the wall where the winner's pictures are displayed in CCH. He charged the committee to decide what to do and to bring it back to Staff Council in the next meeting
- J.P. passed out the University Committees that had open slots available for Staff Council representatives. Some University committees already had representatives. Those were Cassie Eyeing serving on I-adapt, J.P. on the Calendar Committee, and Ben Soto serving on the Faculty Senate. Debra Cortinas mentioned that there was a Campus Wellness Committee that needed a Staff Council representative that was not on the list of University committees. Deanne Hubenak said there was an Environmental Council that also needs a Staff Council representative not on the list. Leslee Schauer mentioned that Expressive Activity also need a Staff Council representative that also was not on the list. Leslee Schauer volunteered to gather all committees needing Staff Council representative and get back to J.P. and to provide the same list to Frank Spaniol for Faculty Senate.

VIII. New Business

- **SECC**
 - J.P. Regalado wanted to add a new Adhoc committee for the State Employee Charitable Campaign (SECC). He explained that historically SECC was not part of Staff Council and for the last three years it has been part of the Employee Excellence committee which has a lot to do. He said he believes it own attention. It will just be for this year at least which will cause the current committee assignment list to be shuffled.
 - Liz Perez asked if we were behind and J.P. responded that the first SECC meeting was yesterday
 - Ben Soto said that the committee will also work for next year in Spring to set things up for future SECC activities.
 - Cassie Eyring called for question and the SECC committee was created
 - J.P. Regalado said to e-mail him if interested in it.

- **Birthday Leave**

- J.P. Regalado said that the Birthday Leave was signed into policy and will be effective September 1st.
- J.P. will disperse a memo.
 - The Birthday leave should be taken 30 days before or after the employee's Birthday and the University can change the policy at any time.
 - If the employee is out on leave during their birthday, then the Birthday leave must be taken within 30 days of their return.
 - Approval from the employee's supervisor must be obtained.
 - Full time employees receive 8 hours of leave while part time employees receive proportional amount of the 8 hours.
 - Employees cannot use Birthday leave in increments of less than one day and if the day is more than 8 hours of work, the employee must use vacation leave for the remaining hours.
 - To take Birthday leave, employees sign onto SSO as they would regularly, choose "Leave of Absence with Pay, Other Emergency", and type Birthday Leave in the description.
- Debra Cortinas said she is working on the Birthday Leave in her Leave plan.
- It will be in the newsletter.

IX. Good of the Order

- Cassie Eyring had asked I-Adapt about Move-in.
- October 13th is Paws for a Cause for Breast Cancer
- Smoke Free 20/20 designated smoking stations are with the Finance and Administration. They should have been installed in May but will be delayed until November.
- September 19th from 7:00 p.m. to 9:30 p.m. is the Party House, which will be housed in the University Center.
- Octoberfest will be October 24th, which is the Fall version of Wild and Wacky Thursday.
- The University has free 7-day passes to the Corpus Christi Athletic Club.
- **Kudos**
 - Matthew Clark – Information Technology
 - Sue Vickers Travel
 - Norma Canales I-Core
 - Michelle Roth – Science and Engineering
 - Dee Edgar – Blucher
 - Margaret MacDonald – Institutional Advancement
 - Peyton Pezoscsky – Admissions
 - Crystal Seehorn – Community Outreach
 - Deshawna Colvin – PASS
 - Cynthia Peralta - CASA

X. Meeting Adjournment

- Martha Simcik motioned to adjourn and Ben Soto seconded the motion. The meeting was adjourned at 4:40 p.m.