

## **Staff Council Meeting Minutes**

UC, Oso Room 221

September 26, 2017

**Members Present:** Heather Barr, Catherine Bridges, Sara Chapa, Debra Cortinas, Jennifer Escamilla, Cassie Eyring, Delaney Foster, Dee Dee Hubenak, Elizabeth Longoria, Randy Lara, Maria Martinez, Hayford Osei, Elizabeth Palacios, Liz Perez, Crystal Ramirez (proxy: Angela Speaker), Cari Reed, JP Regalado, Patricia Rodriguez, Cynthia Salinas, Nancy Salinas, Leslee Schauer, Lori Shearin, Martha Simcik, Ben Soto, Frank Spaniol

**Members Absent:** Luisa Butler, Ashley Dyckman, Christopher Palfreyman, Maria Pedigo, Terry Tatum, Alison Washburn

- I. **Call to Order** – Meeting was called to order at 3:02pm by JP Regalado
- II. **Guest Speaker** – Joe Miller
  - a. Served 3 terms on Staff Council
  - b. Has been the Director of Outreach for 13 years (established in 1993)
    - i. Programs/activities include:
      1. Pollution Prevention Partnership
      2. Career & Professional Education
      3. CTE Training
      4. Event Services
      5. Youth Programs
      6. Broader Impact Initiatives
    - ii. Dee Dee Hubenak - *University Test Prep on the Island*
      1. Test Prep provides students with educational materials and learning tools for: GRE, LSAT, SAT, GMAT
    - iii. Carole Moody - *\$295,000 Texas Education Agency contract*
      1. Training for CTE teachers (vocational and secondary)
    - iv. Danell Reilly – *Career & Professional Education*
      1. 228 active enrollments (2016-17)
      2. Non-degree, online programs to extend educational opportunities
      3. Career Online High School (COHS)
        - a. Targets people who left high school but don't plan to head back (adult learners)
          - i. Provides high school credits and then also enables them to get entry level positions
    - v. Crystal Seehorn – *Events Services*
      1. Event facilitation and coordination
      2. Provides one-stop-shop access to the indoor and outdoor facilities and services available at TAMU-CC
        - a. 51 non-University functions

- b. 11,372 guests (\$125,328.55 in revenue)
    - vi. *Pollution Prevention Partnership*
      - 1. Impacting air quality
        - a. Goal: Exceed EPA National Ambient Air Quality Standards (NAAQS)
          - i. 22 educational presentations (3,080 people)
        - b. Challenge – Ozone O3
        - c. AutoCheck
          - i. Motor Mondays – voluntary emissions testing
          - ii. Repairs of up to \$600 for polluting vehicles
          - iii. Free tire gauge and educational information
            - 1. 381 private vehicles, 114 fleet, 22 free gas caps, 34 free repairs
              - a. 6 tons of hydrocarbons removed
        - d. CleanFleet
          - i. Free emissions testing for government and businesses
    - vii. *Youth Programs – Oversight and Delivery*
      - 1. 34 summer camps in 2017
      - 2. 1,936 campers
      - 3. UASSI – Colonias
        - a. Scholarships for students who live in the Colonias to attend the Unmanned summer camp
    - viii. *Broader Impacts Initiative*
      - 1. Potential to benefit society and contribute to the achievement of specific, desired societal outcomes
      - 2. National Science Foundation
        - a. Connect researchers and community
        - b. Impact Multipliers
          - i. Taking some of the funds from Community Outreach to create mini-grants for faculty and staff who have ideas for community projects and create an application system where they can write a proposal to get money per semester (mid-October start taking applications to start in Spring 2018)
      - 3. Broader Impacts website also includes tips for writing proposals that include how TAMU-CC can impact the community
- III. **Approval of Minutes** – Leslee Schauer
  - a. Minutes were approved by unanimous consent.
- IV. **President's Report** – JP Regalado

- a. Katie Reece, who was finishing a second year of a term for another staff member, will be leaving the University. Bylaws state that if the term is 6 month or longer, Staff Council will replace that representative.
  - i. Elizabeth Longoria will be replacing her.
  - ii. Everyone present introduced themselves (round robin style).
- b. *Provost's Search* – The search is moving along according to the original schedule (Friday, Sept 22<sup>nd</sup> was priority deadline for applications).
  - i. This Friday (September 29<sup>th</sup>), the search committee will meet for three hours to narrow down the list of applicants to determine who will be selected for “airport interviews”, which will be first week of November
    - 1. Goal: To have finalists on campus this fall (late November) and on employed by TAMU-CC in early Spring.

**V. Vice President's Report – Ben Soto**

- a. *Faculty Senate meeting* –President Quintanilla thanked faculty and drove home the point of being as supportive as possible for students who were affected by Hurricane Harvey.
  - i. However we can help them, we should.
  - ii. There will be University volunteer opportunities that students can participate in to help in the community.
  - iii. Some concerns regarding deregistration of students because of the hurricane.
  - iv. Might be some budget issues since we are in profit-sharing agreement with housing as well.
  - v. Merit and post-tenure review concerns were mentioned.
  - vi. Dr. Frank Spaniol talked about active communication with faculty and making sure to keep faculty in the loop with changes and things around campus. Ben also agreed we should be doing the same with staff.

**VI. Treasurer's Report – Cathy Bridges**

- a. Everyone received an electronic budget with end of the year totals.
  - i. No questions or concerns were mentioned.
- b. JP wanted to highlight that the amounts in the ink cartridge account and Dorothy Yeater are very healthy, with Dorothy Yeater still having two additional fundraisers coming up.
  - i. Executive Committee will review the possibility of increasing the number of recipients to receive the scholarship and/or increasing the total amount awarded.
  - ii. All fundraisers go into the scholarship program to support the staff and we should all be working to get that message out across campus.
  - iii. Currently between 5-8 staff are accepted at \$150 and all staff who applied in the summer were approved.

## **VII. Old Business**

- a. University Committee Assignments
  - i. Now have an updated list of the University committee requirements
    - 1. Two committees that still need volunteers:
      - a. Student Endowment Scholarship Committee
        - i. Patricia Rodriguez volunteered to serve.
      - b. HUB Council
        - i. Dee Dee Hubenak volunteered Cassie Eyring to serve on HUB and she accepted this role.

## **VIII. Committee Reports**

- a. *State Employee Charitable Campaign - SECC* (Christopher Palfreyman)
  - i. JP gave the report for Christopher
    - 1. JP showed the flyer that Laura made and reiterated what SECC stands for and that the campaign kicked off September 1, 2017, and ends in early November.
    - 2. The campaign is currently the responsibility of Staff Council and historically we have done a culmination event for SECC.
      - a. This event also provides an opportunity for faculty and staff to donate with credit card, cash, or check.
      - b. Event is to be held on October 31<sup>st</sup> from 11:00am – 1:00pm and is known as the Spooktacular Employee Charitable Campaign and will partner with Break in the Day festivities.
      - c. \$5 to lock someone up and \$5 to bail someone out
    - 3. There will be a table in the Library Breezeway on October 17<sup>th</sup> from 10:00am – 2:00pm to promote the event and hand out flyers.
      - a. Cassie is the volunteer coordinator for this opportunity.
    - 4. Pizza will be available for people who donated to the campaign and will not serve as a fundraiser.
      - a. Proceeds will go to TAMU-CC Foundation and Food Bank.
    - 5. Debra reminded people that you can elect to make contributions on HR Connect and Single Sign-On through one-time giving or payroll deduction.
    - 6. Leslee will send emails to Staff Council members to send the flyer out and information about event within their buildings.
    - 7. Ben mentioned that TAMU-K is typically ahead of TAMU-CC so we should try to outdo our previous years.
- b. **University Relations** (Cassie Eyring)
  - i. Cassie has sign-up sheets for the Spooktacular Event and the Information Table.

1. Sign-up sheets are currently in hour increments, but may move to 30 minutes if we have enough volunteers.
2. Break in the Day will have games and snacks available.
  - a. Cookies, candy, popcorn and possibly pickles
  - b. Games: corn hole, pumpkin bowling, giant Jenga, fishing and hula hoops (possibly karaoke)
  - c. There will be a Halloween costume contest with trophies that are Halloween themed, and a photo booth.

## **IX. Adhoc Committees**

- a. Dorothy Yeater (Dee Dee Hubenak)
  - i. Selling a cup that doubles as a photo frame for Boss' Day, which is on Monday, October 16<sup>th</sup>.
  - ii. 100 of these are available and the idea is to sell out.
    1. It is up on the Marketplace and people can pick it up or have it delivered. They will be wrapped and delivered on Friday, October 13<sup>th</sup>.
      - a. If you have any time, please stop by Laura's office in OCNR 358 to help wrap gifts.
      - b. Dee Dee will email a list when it gets closer to see how many need to be delivered and get volunteers.
    2. Maria asked if someone can purchase this item and not have it wrapped. Dee Dee said you can buy the item and tell Laura you do not want it to be wrapped.
    3. JP mentioned that all the proceeds will go directly to staff through the Scholarship Fund
      - a. Laura said 20 have been sold as of September 26<sup>th</sup>.
  - iii. Nancy Miller stated that Dr. Albrecht has a VIP parking spot behind the University Center that does not get used often. Dr. Albrecht suggested it could potentially be used as a raffle fundraiser where a student, faculty, or staff would win the parking spot for the semester.
    1. The proceeds would go to Izzy's Food Pantry.
    2. Patricia and Maria will bring it up to Parking Committee.
    3. JP and Ben will bring it up to Terry in the monthly meeting.

## **X. University Committee Reports**

- a. Lori went to the Health and Safety Committee Meeting.
  - i. The Committee discussed some things TAMU-CC did really well in responding to Hurricane Harvey, specifically focusing on students and constant communication.
  - ii. The Committee also mentioned room for improvement with logistical response regarding making sure there were not people on campus after evacuation time (1:00pm in this instance).

1. There will be a follow-up meeting on how to complete this faster and touch on smaller issues that turned into bigger issues since the hurricane came so fast.
- iii. There are 3 “No-No’s” that the Committee wanted staff to walk around their offices and spot these three fire safety hazards:
  1. Daisy Chain – where a person plugs one power strip into another one (should be plugged into the wall)
  2. A person cannot use extension cords as a permanent wiring solution.
    - a. If a staff member is using an extension cord for more than a week, contact SSC for another outlet.
  3. There should be no baby extension cords, the cords must be 12 gauge and not the flat one like you see on “Grandma’s lamp”.
  4. If someone wants Roy Coons to come check for violations, please call and someone from their office will check.

## **XI. New Business**

- a. *31.01.99.C0.01* Approval of Supplemental Pay and Dual Employment
  - i. JP moved and Leslee seconded.
    1. Procedure was opened for discussion and comments.
  - ii. Sara asked if the current form would still be utilized for Faculty Supplemental Pay.
    1. Debra stated that the form was recently updated to make it fillable; however, the actual form itself had not been changed. Debra also advised everyone to utilize the current form that is located on the TAMU-CC Payroll site.
      - a. Procedure passed with no recommended amendments.
- b. *31.03.05.C0.01* Parental Leave and FMLA\_PLA
  - i. JP moved and Patricia seconded.
    1. Procedure was opened for discussion and comments.
  - ii. Debra prefaced the discussion with the fact that this is a brand new procedure originated in the colleges with Deans and has the support of President Quintanilla.
    1. The intent is to communicate that TAMU-CC is supportive of family required absences and so we took some language from the preexisting rules and regulations and melded it to make it one procedure that addressed several concerns.
    2. If a person is not eligible for FMLA Leave, he/she may be eligible for Parental Leave.
      - a. Also takes into account that some families may have same sex parents.
    3. Nursing room is available in the Health Center only.

- iii. Delaney mentioned that the pronoun “her” can be discriminating against transgender males who want to chest feed (section 4).
  - 1. Debra said they would strike “Mothers” from section 4, and change “her” to “their” right in the last line.
  - 2. JP will make these recommendations to Kevin Houlihan.
    - a. Delaney motions to pass procedure with amendments. Sara seconded.
    - b. Policy approved with recommended amendments.
- c. *Calendar of Events*
  - i. JP said Laura will create a 4 month snapshot of Staff Council events to pass out on quarterly basis.
- d. *Good of the Order – Kudos*
  - i. Everyone will write a kudos recommendation and two will be selected from this meeting and Cassie will go back and grab 3 additional from previous submissions, for a total of 5 recipients.
    - 1. Mary Dee – Facilities Services
    - 2. Rita Sperry – First Year Programs
    - 3. Jan Brott – Office of Distance Education
    - 4. JoAnn Vint – Information Technology
    - 5. Janie Lara – Recreational Sports
  - ii. Debra stated that she met with a FEMA representative who presented a great newsletter with links and helpful information to pass on to staff and students who were impacted by Hurricane Harvey. Debra will forward the newsletter to Laura to send out to Staff Council members.
    - 1. Debra also highlighted the Workday TrainTraqs that need to be completed before October 13<sup>th</sup>, with more trainings to follow.
- iii. The Art Museum has taken in Rockport’s Center for the Arts collection and their exhibit is currently on display.
  - 1. There is a Night at the Museum event that is free to students with ID.
    - a. Part of the educational program; guests are \$5.
  - 2. Selling shirts and proceeds go to Rockport Center for the Arts.
- iv. Dr. Frank Spaniol, Faculty Senate Speaker
  - 1. If you are a TWIA policy holder, they will pay expenses for anything incurred due to Hurricane Harvey.
    - a. Two office locations: Corpus Christi and Portland
    - b. You do not need receipts (reimbursement of generators with receipts)
- v. JP asked staff to please complete the Staff Engagement Survey by October 20<sup>th</sup> and spread the word for others to do so as well.

**XII. Meeting Adjournment** – JP adjourned the meeting at 4:24pm.