Staff Council Meeting Minutes  
UC, Bayview 320  
November 29, 2017

Members Present: Catherine Bridges, Luisa Butler, Sara Chapa, Heather Calderon, Carrie Coursey, Ashley Dyckman (Veronica Harris), Jennifer Escamilla, Alessandra Garcia, Dee Dee Hubenak, Randy Lara, Elizabeth Palacios, Christopher Palfreyman, Liz Perez, Cari Reed, JP Regalado, Patricia Rodriguez, Nancy Salinas, Leslee Schauer, Lori Shearin, Martha Simcik (proxy: Bethany Pfeiffer), Ben Soto, Terry Tatum

Members Absent: Debra Cortinas, Cassie Eyring, Delaney Foster, Elizabeth Longoria, Maria Martinez, Hayford Osei, Maria Pedigo, Cynthia Salinas

Guests: Sara Ussery, Dr. Frank Spaniol

Call to Order – Meeting was called to order at 3:03pm by JP Regalado

I. Guest Speaker: Sara Ussery, Environmental Health and Safety Office
   a. Internal audit occurred and it became apparent that campus safety trainings should happen more regularly.
      i. Hazard Communication Training
         1. Assigned by adloc numbers
         2. Hiring Managers need to make sure that employees are assigned the trainings.
            a. Employees are not completing the trainings done before they enter the workplace where hazardous chemicals are present
      ii. Bloodborne Pathogen Training
         1. Not assigned by adloc, but by title codes
         2. Hepatitis B shot options
         3. 100% compliant with having Hep B forms on all employees who need to complete the Bloodborne pathogens trainings
            a. Costs of these shots is on the department

II. Approval of Minutes – Leslee Schauer
   a. No revisions were suggested.
   b. Patricia Rodriguez made a motion to approve the minutes and Christopher Palfreyman seconded. Motion passed.

III. President’s Report – JP Regalado
   a. Laura will be leaving the University. Her last day is December 22nd.
      i. Position has been posted and is now closed. There are five people serving on the search committee and the final decision on candidates will be made next week. Ideal start date in early January.
      ii. Going away celebration for Laura will be held in December since she cannot attend the potluck festivities.
iii. JP gave a small speech on how Laura has been an asset to the University and our council.

b. **Provost’s Search** – Four candidates came to campus prior to Thanksgiving and the search is wrapping up.
   i. President Quintanilla personally read all of the comments and feedback submitted and the search committee also evaluated the comments and took into consideration the feedback of the campus community.
   ii. Still looking at an early spring start date.

c. **Reading Day Mixer** – sponsored by Staff Council, Faculty Senate, and Center for Faculty Excellence
   i. December 7th from 4:00pm – 7:00pm @ Flock (Ennis Joslin)
   ii. Food coming in from Padre Island Burger Company
      1. Funds approved by Executive Committee to support this will be going straight to food, not alcohol

d. **December Potluck**
   i. Monday, December 18th from 11:30 – 1:00pm at the Art Museum
      1. Typically closed on Monday; however, they are opening it up to us and the only caveat is that we have to set up and clean up.
      2. Asking people to bring sides, desserts, drinks
      3. Executive decision to support the main dish with Staff Council funds
      4. We will need people to staff the door since they are closed

e. **Terry Tatum meeting**
   i. Ben and JP brought up if SECC should remain in Staff Council and Terry said with all the changes in leadership right now, that is something that can be discussed at a later date (early 2018).

IV. **Vice President’s Report** – Ben Soto
   a. **Faculty Senate meeting** – Much discussion was focused on summer course reviews and procedures that were being approved
      i. Mixer was also discussed and encouraged faculty to attend
         1. Music will be there:
            a. 4:00 – 5:30 – Adrian Tello, acoustic
            b. 5:30 – 7:00 – University faculty (AntiSocial Science)

V. **Treasurer’s Report** – Cathy Bridges
   a. The report was sent out before Thanksgiving. Balances did not change; however, a note was at the bottom that the expenses for the SECC and Break in the Day were $973 and they had not hit the account yet.

VI. **Old Business**
   a. No Old Business was presented.

VII. **Committee Reports**
   a. **State Employee Charitable Campaign - SECC** (Christopher Palfreyman)
i. Event was October 31st and included a jailhouse, photo booth, pizzarama and Break in the Day festivities.
   1. Sold 35 pizzas by the slice and 15 pizzas for $5 each
   2. $737 in profits (less than we spent)
   3. Roughly 183 people attended
   4. Online donations for the entire university were $10,947.04

b. **Benefits & Employee Development** (Leslee Schauer)
   i. Meeting was held on November 13th
   ii. Open meeting set for December 1st with Rosie Ruiz to discuss Employee Development Day.
   iii. Committee is going to reach out to Del Mar College to find out how their institution runs their dependent/spouse tuition program.

c. **Nominations and Elections** (Lori Shearin)
   i. Discussion going on to determine what to do about the disproportionate number of people rolling off the council this upcoming year.

VIII. **University Committee Reports**
   a. **Inclusive Excellence** (Leslee Schauer)
      i. Update on SGA creating a faculty, staff and student conference on inclusivity
   b. **Islander Lights** (Laura Benedict)
      i. Event is on Friday, December 1st
      ii. Staff Council is responsible for photos with Santa and there are approximately five volunteers for each shift.
         1. Dr. Marilyn Spencer’s husband has been secured as the Santa.
      iii. Activities for all ages and this event is open to the community.
      iv. Laura will be taking the photos and all the gift boxes have been wrapped and are ready for the event.
      v. Arts & Crafts sale will be happening this year and that will start at 3pm.

IX. **New Business**
   a. No New Business was proposed.

X. **Good of the Order**
   a. **WorkDay**
      i. Single Sign-on will be shut down on Saturday, December 2nd.
      ii. Be on the lookout for training dates and events to help prepare employees for the live date on December 17th.
      iii. Sandbox is still available through the end of the day, December 1st.
      iv. Terry stated to keep in mind that it is a new software and everyone is learning it at the same time – so have patience with the process.
      v. Non-exempt vs. Exempt employee discussion with how staff members are feeling about payments being split between the month.
1. Those who moved into this category are actually the lowest paid employees across campus.
2. Budget workshop would be beneficial now that the transition has happened.
   b. Ashley Dyckman is now Veronica Harris (by email and in person).
   c. Kudos
      i. Lizzy Guerra, USC Room 103C
      ii. April Jasso, Classroom West
      iii. Diana Avila, Science & Engineering
      iv. David Hill, Art Museum
      v. Rachel Kirk, Undergraduate Studies

XI. **Meeting Adjournment** – JP adjourned the meeting at 3:58pm.