Staff Council Meeting Minutes
University Center, Oso 221
March 27, 2018

Members Present: Catherine Bridges, Luisa Buttler, Heather Calderon (proxy: Carmen Osier), Debra Cortinas, Carrie Coursey, Jennifer Escamilla, Cassie Eyring, Alessandra Garcia, Dee Dee Hubenak, Randy Lara, Maria Martinez, Hayford Osei, Elizabeth Palacios, Maria Pedigo, Christopher Palfreyman, Liz Perez, John Paul (JP) Regalado, Nancy Salinas, Leslee Schauer, Lori Shearin, Martha Simcik, Ben Soto

Members Absent: Sara Chapa, Delaney Foster, Veronica Harris, Elizabeth Longoria, Cari Reed, Patricia Rodriguez, Cynthia Salinas, Terry Tatum

Guests: John LaRue, Jamie Dietrich, Tiffany Currie

I. Call to Order – JP Regalado called the meeting to order at 3:03pm

II. Guest Speaker – Ben Soto, Director Classroom Technology Support, Information Technology
   a. Privately owned devices will still be connected to Islander Admin, but will not be allowed to access the I drive, U drive, Banner/Argos, etc.
      i. If you do need access, you will need to fill out a waiver form
      ii. This will happen 3-6 weeks from now because there was a technical difficulty in the original launch.
   b. DUO Email – MAC users were having struggles with the switchover to DUO earlier this week.
      i. Apple users were required to recreate an email profile on the device.
         1. 42 open tickets at the Help Desk regarding this change
      ii. There will be drop-in dates available to get the devices reconfigured.
         1. Ben will disseminate these dates to entire Staff Council as soon as they are available.

III. Approval of Minutes – Leslee Schauer
   a. Liz Perez motioned to approve the minutes as amended and Maria seconded the motion.
   b. The minutes will be sent out with two corrections submitted by Christopher Palfreyman, via email, prior to the meeting.

IV. President’s Report – John Paul Regalado
   a. President Quintanilla’s Inauguration
      i. The President was satisfied with the festivities and JP said thank you to all those who helped out and were willing to volunteer.
      ii. Jaime Dietrich made a comment that it was all of the campus community and support that made the event possible and a huge success.
b. Meeting with President’s Cabinet
   i. Elected officers meet with the President’s Cabinet annually and this meeting will take place over lunch on April 30th.
   ii. If you have any issues or feedback that you’d like officers to take to the meeting, please make sure to share ahead of time so they can be brought forth to the cabinet members.

c. Provost Welcome - The Provost’s Office was contacted and as of right now, Dr. Philips may be attending the May meeting to interact with Staff Council.

V. Vice-President’s Report – Ben Soto
   a. The Employee Excellence Awards have closed and there are 30 applicants.
   b. Faculty Senate meeting had an introduction to the new Provost and discussed the investiture and festivities.
      i. Dr. Phillips enjoyed her first week and was looking forward to finding ways to best serve faculty and the campus community.
   c. End of Year Report
      i. This was not done last year for Staff Council.
      ii. Leslee Schauer will send the previous one to JP Regalado for review.
   d. Merit Equity Task Force – Working with faculty on equity and merit pay will be announced soon and they are waiting for Board of Regents meeting.
   e. Faculty surveys and parking was discussed (if you have garage parking, you are only able to park in the garage without getting a ticket.)

VI. Treasurer’s Report – Catherine Bridges
   a. Roneka sent out the Treasurer’s Report and no questions were brought up.

VII. Committee Reports
   a. University Relations – Cassie Eyring
      i. Kudos will be done in April (11 total to be delivered)
         1. If anyone wants to deliver, please email Cassie.
      ii. Administrative Professional’s Celebration
         1. Lunch event – fajita bar (Cassie is getting a price quote from Catering)
         2. April 24, 2018
            a. JP suggested to do a Save the Date for Admins
         3. President Quintanilla will be present for lunch.
         4. Ben Soto will be the Emcee for the event.
         5. Roneka and Cassie will get together to try and have ten door prizes.
            a. Purchase $30 Woodhouse Day Spa gift certificate
   b. Benefits and Employee Development – Leslee Schauer
      i. Employee Development Day is May 16th
      ii. Seven sessions were recommended to Rosie Ruiz and six of those sessions will be utilized in the agenda.
c. **Nominations and Elections** – Lori Shearin  
   i. Committee met yesterday to review the Bylaws to ensure the timeline is being followed for upcoming elections.  
   ii. Will meet again in April with someone from IT and also get the list of eligible employees from Human Resources.

VIII. **Adhoc Committees**

a. **Annual Employee Luncheon** – Nancy Salinas  
   i. People were satisfied with the food and comments included “I’m surprised at the quality of the food.”  
   ii. People liked the dancing and door prizes.  
   iii. Roneka was extremely helpful with the event and Cathy counted all the tickets and there were roughly 500 attendees at the event.  
   iv. $844 profit from the Silent Auction for Dorothy Yeater Scholarship.

b. **Employee Excellence Awards** – Ben Soto  
   i. 30 applications have been received and the deadline is now closed.  
      1. $1,000 first place award  
      2. $750 second place award  
      3. $500 third place

c. **Dorothy Yeater Scholarship** – Dee Dee Hubenak  
   i. $4.33 cost for the “Executive Desk Frame”  
      1. Will sell them for $12.00 to raise money for Dorothy Yeater  
   ii. Dual purchase lines where you could buy the frame and cup for a discounted price ($20 or $25) is being discussed by the committee  
      1. Will be working with Dustin in Accounting to make sure not to oversell the items  
   iii. Administrative Professionals Day – Wednesday, April 25th  
   iv. Summer I and II application is already up and running  
      1. Application deadline: May 15, 2018  
      2. Goal is to create fillable form by the fall

IX. **University Committee Reports**

a. **Employee Wellness**  
   i. $1,900 additional grant funds were acquired  
   ii. The committee found out that they do not have to pay $2 per person for staff who walk the track.  
   iii. Committee discussing the idea of creating ambassadors for each department to raise wellness around campus.  
   iv. HEB has a new wellness program, but it is pricey.  
   v. Wellness Expo happening April 18th 11-2 in DWC gym  
   vi. Catapult Heath April 17-20 for employee wellness checkup  
      1. If you have a spouse on your insurance, he/she can attend the checkup as well.
b. Veteran’s Affairs Committee
   i. Meeting was held yesterday.
   ii. There is a handbook for student Veterans and it is available for pickup in the Veteran’s lounge in the University Center.
   iii. Partnering with local Veteran’s office to ensure students are aware of all the services available to them.
   iv. Student Veterans are able to register early (with graduate students).
   v. Student Veteran’s Organization is having a benefit show at The Tavern on March 31, 2018 from 8pm to 1am
      1. Flock of Donkeys
      2. The Independent Thieves
      3. Antisocial Sciences
      4. Hijos de Suerte

X. New Business
a. 01.01.99.C0.01 Review and Approval of University Rules and Procedures
   i. JP Regalado made a motion to review the Review and Approval of University Rules and Procedures
      1. Lori Shearin stated that the 01.01 Policies and Regulations, and Member Rules and Procedures will need to have “System” added.
      2. Randy Lara brought up that 6.9 “Division of Institutional Advancement” should be “Division of Marketing and Communications” and another item should be added for Institutional Advancement.
      3. Christopher Palfreyman opened the discussion of University vs. university throughout the document.

b. Kevin sent the updated procedure out regarding Services and Emotional Support Animals on Campus.
   i. Only pets that are allowed as service animals are dogs and miniature horse.
      1. Once a pet has created a disturbance (such as peeing on the floor, etc.), the animal/pet is not allowed back.
   ii. Only two questions can be asked:
      1. Is this a service animal required because of a disability?
      2. What work or task has the service animal been trained to perform?
   iii. John LaRue, Chief Compliance Officer, stated that the document has been published and he, Dr. Albrecht, and Kevin Houlihan will create a Frequently Asked Questions and post it and circulate it through the campus community.
      1. If you ask the questions and the answers are not geared towards Service Animals, you are acting as a University Official
and have the right to tell them that they are not allowed to have pets in certain areas.

iv. Debra Cortinas stated that if staff members were having issues with service or emotional support animals, he/she should please contact Sam Ramirez for accommodations.

XI. **Good of the Order**

a. **Kudos**
   i. Dennis Coplen – Rec Sports
   ii. Wayne Willimon – Information Technology
   iii. Sharmeen Ahmed – Research, Commercialization, and Outreach
   iv. Maria Alaffa – Payroll
   v. Kyle Fuehrer – Science & Engineering Advising

b. **Employee Excellence Awards**
   i. April 27th event
   ii. If you have graduates over the last year, please submit to Human Resources.

c. **Evaluations**
   i. Staff reviews will be completed in Workday
   ii. April 9th – all managers should have tasks show up, as well as self-evaluation to be completed by staff
   iii. April 6th – performance evaluation training
   iv. May 30th – performance evaluations are due

d. **Corpus Christi Rodeo** (sent by Jaime Nodarse)
   i. TAMU-CC, along with Del Mar College, is having a college night, April 26th – students and faculty can take off $5 off (promo code: STUDNT)

XII. **Meeting Adjournment** – JP Regalado adjourned the meeting at 4:06pm.