

Staff Council Meeting Minutes

University Center, Oso 221

April 24, 2018

Members Present: Catherine Bridges, Luisa Buttler, Heather Calderon, Sara Chapa, Carrie Coursey (proxy: Dora Garza), Jennifer Escamilla, Cassie Eyring, Delaney Foster, Alessandra Garcia, Dee Dee Hubenak, Randy Lara, Elizabeth Longoria, Hayford Osei, Elizabeth Palacios, Maria Pedigo, Liz Perez, Cari Reed, John Paul (JP) Regalado, Patricia Rodriguez (proxy: Sue Vickers), Nancy Salinas, Leslee Schauer, Lori Shearin, Martha Simcik (proxy: Bethany Pfeiffer), Ben Soto (proxy: Joshua Greene), Terry Tatum

Members Absent: Debra Cortinas, Veronica Harris, Maria Martinez, Christopher Palfreyman, Cynthia Salinas

Guests: Dr. Clarendia Phillips

- I. **Call to Order** – JP Regalado called the meeting to order at 3:04pm
- II. **Guest Speaker** – Dr. Clarendia Phillips, Provost and Vice President for Academic Affairs
 - a. Dr. Phillips indicated she is here to serve and if there are ways for her to be helpful, please reach out. She has two areas of interest:
 - i. *Student Success:* Reason we are here is to promote student success and when she thinks about student success, she thinks of how are we helping students to achieve their individual life goals and how are we helping students live and accomplish those goals.
 - ii. *Faculty and Staff Development:* She believes we have to invest in our people so that we can ensure our people have some measure of job satisfaction to enable them to continue to increase student success.
 1. Leslee asked what are some ideas, or things she has seen from her previous institution that will improve staff morale.
 - a. Support one another
 - b. Staff to find faculty allies and cosponsor programs
 2. Liz asked about Staff Development suggestions Dr. Phillips has and she responded:
 - a. Employee Development Day
 - b. Career Laddering
 - c. She is open to discussion about improving opportunities; however, she wants to study what is currently in place first.
 - b. Staff Council members did round robin introductions stating name, position, and where on campus they worked.

- III. **Approval of Minutes** – Leslee Schauer
- a. Elizabeth Palacios motioned to approve the minutes as written and Maria Pedigo seconded the motion. Minutes passed unanimously.
- IV. **President's Report** – John Paul Regalado
- a. Officers will be meeting with President's Cabinet on April 30th now that there is a full cabinet in place.
 - i. If there are any suggestions for items to take forward to Cabinet on behalf of Staff Council, please email JP before noon on Friday so he has time to compile and send out to officers before the event.
 - ii. Should be an informal event; however, we are hoping to bring forth a few formal business items.
 - b. *May Meeting* – main topic for the agenda will be the Quality Enhancement Plan (QEP), which is a university-wide effort to focus on major initiatives related to student success and retention.
 - i. Upper administration is asking for input and Bryan Baker will be at the meeting; room will be in CCH.
 - c. *Faculty/Staff Mixer* – The Mixer will be held on Reading Day, May 3rd at FLOCK on Ennis Joslin. Staff Council put up \$300 towards the food costs.
- V. **Vice-President's Report** – Ben Soto (JP Regalado)
- a. JP Regalado did the report for Ben, as he is recovering from the flu.
 - b. Employee Excellence Awardees have been decided. There were multiple nominations for each category this year, which is an increase from last year.
 - i. Name changes and/or better marketing to the campus community might have potential reasons.
- VI. **Treasurer's Report** – Catherine Bridges
- a. Roneka sent out the Treasurer's Report prior to the meeting.
 - b. Cathy said there was not a lot of activity reflected in the report; however, all of the luncheon expenses were on Roneka's P-card and will be reconciled within the next two to three months.
 - i. Cathy stated that the Luncheon Committee spent \$6,800 on the luncheon (under budget) and the actual budget was set at \$7,900.
- VII. **Old Business**
- a. None to report.
- VIII. **Committee Reports**
- a. *University Relations* – Cassie Eyring
 - i. Administrative Professional's Event happened today in the PAC and feedback so far seems positive.
 - 1. JP said a little over 80 people attended.
 - 2. Group photo was taken at the event and Staff Council should receive a copy of the photo for the website and newsletter.
 - ii. Break in the Day details are being worked out for spring semester and it will potentially have to be done during early summer.

- b. *Benefits and Employee Development* – Leslee Schauer
 - i. Employee Development Day is May 16th
 - ii. Registration is now open to staff and faculty to start signing up for sessions.
 - iii. JP stated that it is important to have everyone feel appreciated and able to attend sessions. If someone hears that a staff member is expressing he/she is unable to attend to please relay that to JP.
- c. *Nominations and Elections* – Lori Shearin
 - i. Committee met on the 18th, with representation from Executive Committee and IT.
 - 1. Tentative dates discussed and she is hoping to get the system up in the first part of May. The current plan is to leave the nominations open for two weeks, review the list for eligibility, and open the election period for an additional two weeks.
 - 2. Lori pointed out that anyone can nominate someone, regardless of EEO category.
 - ii. Should have new members before July 1st.

IX. Adhoc Committees

- a. *Employee Excellence Awards* – Ben Soto (JP Regalado)
 - i. Multiple entries for each category.
 - ii. Selections have been made and winners will be announced at the Islander Awards Celebration on Friday, April 27, 2018.
- b. *Dorothy Yeater Scholarship* – Dee Dee Hubenak
 - i. Administrative Professional's Day gifts are available for purchase.
 - 1. Only 14 have been sold so far.
 - 2. Roneka is going to send an additional email out later with a flyer to disseminate around campus.
 - 3. Deadline for purchase will be extended to Friday, April 27, 2018.
 - ii. Accepting Applications for summer 1 – deadline is May 15th.
 - 1. Three (3) complete applications have been submitted.
 - 2. Staff Council members are also eligible for Dorothy Yeater.

X. University Committee Reports

- a. International Education (Delaney Foster)
 - i. International Student Organization is coming along nicely.
 - 1. Two international student weeks planned for next year.
 - 2. International Student who passed away will be honored next year at the Islander Tribute.
- b. Environmental Health and Safety (Lori Shearin)
 - i. Meeting topics included El Niño and El Niña; there are some great YouTube videos available to learn about each.

- ii. April is destructive driving awareness month so Lori made a PSA to focus on driving and text/talk later.
 - c. Environmental Council (Bethany Pfeiffer)
 - i. Green Campus poster fair
- XI. New Business**
 - a. Staff Holiday Schedule discussion with Terry Tatum.
- XII. Good of the Order**
 - a. *Kudos*
 - i. Melanie Morales – Math
 - ii. Jaime Dietrich – IA
 - iii. Mayra Hough – RCO
 - iv. Ronnie Emmanuel – S&E Advising
 - v. Brenda Davis – MARCOM
 - vi. Jerilee Milligan – ITC
 - b. *Islander Launch*
 - i. Department of Undergraduate Studies is recruiting students for New Student Orientation.
 - 1. Interested students can apply on Handshake under “Orientation Leader”
- XIII. Meeting Adjournment** – JP Regalado adjourned the meeting at 4:06pm.