Staff Council Meeting REVISED Minutes
Island Hall 137
September 25, 2018

Members Present: Luisa Buttler, Heather Calderon, Debra Cortinas, Carrie Coursey, Brenda Davis, Cassie Eyring, Jorge Fonseca, Alessandra Garcia, Carol Haley, Frank Harrison, Miguel Munoz, Hayford Osei, Elizabeth Palacios, Elizabeth Perez, Michele Roth, Ben Soto, Frank Spaniol, Terry Tatum, and Noelle Wilson.

Members Absent: DeeDee Hubenak, Elizabeth Longoria, Maria Pedigo, and Cynthia Salinas.

Guests: Jenna Charles, Marlene Falcon, Megan Kramr, Candace Martinez, and Patricia Rodriguez.

I. Call to Order – Ben Soto called the meeting to order at 3:02 p.m.

II. Guest Speakers – There were two guest speakers for the meeting.
   a. Dr. Jeff Dillard, Assistant Professor, COLA, spoke of the Green Zone Training that was held on September 28, 2018, UC Anchor Ballroom D. This event was for faculty/staff interested in making their area a veteran-friendly environment. Topics to include PTSD, benefits,
   b. Ms. Ann Degaish, Associate Vice President, SEAS, (came in at 4:00 p.m.) spoke of Giving Tuesday to be held on November 27. The university is in its 5th year of participation. The goal this year is 250 volunteers. All staff are encouraged to participate. Registration will begin on October 15. Sites are scheduled on campus, off campus, in the morning and the afternoon.

III. Approval of Minutes – Elizabeth Perez
   a. Frank Harrison motioned to approve the minutes as written and Brenda Davis seconded the motion. Minutes passed.

IV. President’s Report – Ben Soto
   a. Handouts. The handouts from Kevin Houlihan, sent prior to the meeting, were discussed. Debra Cortinas was unsure if a vote was needed, believed it was only for discussion. Ben asked that any comments/questions be directed to him and he would discuss with Houlihan.
   b. Vacancies-Committees. Short discussion regarding assigning council members absent on day of retreat to committees.
   c. SECC. Happens within the month of October. Question was raised on whether donations could be made to entities not on the list. The answer is no. Single Sign On (SSO) has the list of current organizations. The university did not make the deadline to be on this year’s list. Mr. Tom Mundell, Vice President of Institutional Advancement, will be put on the mailing list for SECC paperwork. Question was asked whether university groups can be included. Question will be asked of SECC organizers.
d. Vacancies-Council. Currently there are three (3) vacancies in the council. Bylaws state that the category member with the next highest votes in the last election can be asked to fill the vacancy.
e. Bylaws Committee about elections. Discussion began on the proposal made to cycle to the university elections schedule which has all voting completed by May. This proposal will either shorten the current term by about three (3) months or lengthen to about six (6) months depending on the outcome. Motion by Frank Harrison and seconded by Noelle Wilson to have the vote next meeting on whether elections should be this May or extend to next May passed.

V. Vice-President Report - Franklin Harrison
   a. Frank reported on Faculty Senate. Spoke of the process for salary increases. Information was gathered through an IRB approved faculty survey. Debra Cortinas mentioned that this would not work for staff. Peer reviews came from institutions like Lamar, Prairie View, UTEP, and UTSA.

VI. Treasurer Report – Jorge Fonseca
   a. Balance from last year was be carried forward.
   b. Dorothy Yeater has a healthy balance. $3000
c. Would like to increase budget for particular events. Survey may be distributed after events for feedback. Goal is to build camaraderie among staff.

VII. Old Business
   a. No old business to report.

VIII. Committee Reports
   a. Benefits and Employee Development – Noelle Wilson – No report
   b. Bylaws and Constitution – Dee Dee Hubenak – No report
c. Nominations and Elections – Michele Roth – No report
d. University Relations – Brenda Davis – No report

IX. Adhoc Committees
   a. Annual Employee Luncheon – Elizabeth Perez
      i. First meeting will be held on October 1, 2018.
   b. Dorothy Yeater – Cassie Eyring
      i. Bosses’ Day is October 16. The item for sale this year is a Stainless Steel Mug for $15.
      ii. The application for the spring scholarship will be open soon.
   c. Other – Tamalada. Ben mentioned that Dr. Quintanilla requested help from Staff Council this year. She would let him know.

X. University Committee Reports
   a. No reports

XI. New Business
   a. December Potluck. Discussion on whether to have the potluck on campus or off campus and the pros and cons of each were mentioned. Miguel made a
motion to vote on off or on campus. Frank seconded. The event will take place off campus.

b. Staff Compensation Study - Debra Cortinas
   i. Debra gave an update. A consulting firm is being considered; however, will not mention the name until it is finalized. Stakeholders will be interviewed. A couple of things that will be looked at will be a salary study and the rate of pay along with market value.
   ii. Human Resources has moved to the Natural Resource Center (NRC), 2nd floor

c. Wellness Committee – Frank Harrison
   i. Well on Target, sponsored by Blue Cross Blue Shield, will be conducting its three (3) year review. Will be soliciting for groups at different levels for input.

d. IT – Miguel Munoz
   i. DUO for students will be rolling out sections by last name. First batch will be October 24. Some discussion ensued regarding possible issues with registration. IT will talk to administration.

e. Campus Dining Club
   i. Campus Dining Club is located in the UC Oso 221 for faculty and staff every Monday and Wednesday from 11:00 – 2:00. If it works well it could become a Monday through Friday event next semester.

XII. Good of the Order
a. Kudos
   i. Debra Redix – CLA, Theatre Dept.
   ii. John Cagle – Accounts Receivable
   iii. Roy Ferdin – COSE
   iv. Shane Murphy – IT
   v. Luis Hernande - COSE

XIII. Meeting Adjournment – Ben asked for a motion to adjourn the meeting.
Motion was made by Hayford Osei and seconded by Frank Harrison to adjourn. Ben adjourned the meeting at 4:19 p.m.