Staff Council Meeting Minutes
UC Anchor Ballroom D
November 28, 2018

Members Present: Heather Calderon, Debra Cortinas, Brenda Davis, Cassie Eyring, Jorge Fonseca, Alessandra Garcia, Carol Haley, Frank Harrison, Alexandra Janney, Jaclyn Mahlmann, Miguel Munoz, Hayford Osei, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Michele Roth, Ben Soto, Frank Spaniol, and Noelle Wilson.

Members Absent but represented by (Proxy): Luisa Buttler (Julie Shuttlesworth) and Carrie Coursey (Dora Garza).

Members Absent: Dee Dee Hubenak, Elizabeth Longoria, and Cynthia Salinas.

Guests: Patricia Rodriguez and Melissa Zamora

I. Call to Order – Ben Soto called the meeting to order at 3:04 p.m.
Julie Shuttlesworth and Dora Garza were introduced as proxies for Luisa and Carrie. Alexandra Janney was introduced as new member of Staff Council. Handouts were given: Bylaws information to be voted on; Faculty/Staff Mixer; and budget.

II. Approval of Minutes – Elizabeth Perez
Frank motioned to approve minutes; seconded by Cassie. Motion passed. Minutes approved.

III. President’s Report – Ben Soto
a. Surveys. Brenda Davis submitted a survey for the Spooktacular event. Excellent idea to provide feedback on the events that we host.
b. EEO 1 and EEO 3 Vacancies. In the Executive Council Meeting, Alexandra Janney, ODELT, was ratified for EEO category 1. Alexandra gave a brief bio. EEO 3 has a confirmed 4-way tie for 2 positions. Run-election for EEO 3 for these 2 positions. Ben will meet with Debra regarding representation in each category to make sure our council is made up correctly.
c. Faculty/Staff Mixer. Staff Council Executive Council has agreed to dedicate $500 for the mixer. The event will be held downtown at the Best Western which has more parking than at the Flock. Cash bar and appetizers. Comments were brought up about the day, time of the event. Ben will approach Dr. Smith with our questions/concerns.
d. December Potluck: Monday December 17 from 11:00 a.m. to 1:00 p.m. at the Lee Alumni Welcome Center. Roneka will send out sign-up sheet for food and volunteers. Staff Council will provide the meat. If you would like to participate in the White Elephant Gift Exchange, please bring a maximum $10 wrapped gift.
e. Staff Excellence Awards. Ben would like to get this started as soon as possible, preferably in January. Ben will be working with Jaclyn and Debra for any changes that might affect this year’s awards.

f. Voting on Bylaw changes. Will wait until after Guest Speaker.

IV. **Guest Speaker** – Dr. John Dawson, Associate Vice President for Operations, presented on the workings of SSC. Contract with SSC and University was requested to be reviewed when available. Mention of the small amounts of surveys submitted was made. Encouraged all to submit surveys when requested.

**Return to President’s section**

f. Voting on Bylaw changes. Ben read the current bylaws, and then the proposed amendments to the bylaws referring to elections and terms. Question asked regarding when next voting would occur. Answer: 2020. No further questions/discussion. Frank made the motion to vote; seconded by Noelle. Motion carried. To amend bylaws, there must be a quorum and 2/3 of the Council must be in the affirmative/in favor (13 votes required of this council). Voting results: 17 in Favor; 0 Opposed; 0 Abstained. Motion passed. Bylaws will be posted on the website by next meeting.

V. **Vice-President Report - Franklin Harrison**
Most information from Faculty Senate does not pertain to Staff Council so no report will be given today.

VI. **Treasurer Report – Jorge Fonseca**
Collected $405 for Dorothy Yeater from Bosses’ Day sales. In future meetings, with Account Balance Sheet, there will also be a previous year/current year budget handed out. This will show what has been budgeted for previous events and what has been spent for the current events.

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

VIII. **Committee Reports**
a. Benefits and Employee Development – Noelle Wilson – Realized most information was not retained. Committee will be starting over. Items mentioned from last year, were Child Care and Dependent Tuition waivers. Guest Patricia mentioned that she was on committee and would provide information.
b. Bylaws and Constitution – Dee Dee Hubenak – No report
d. University Relations – Brenda Davis –
   i. Islander Lights. Islander Lights is next event this Friday. Needing volunteers for setup and decorating. Also volunteers at the event to keep lines in order and distribute candy canes. Will be passing out volunteer sheet form.
   ii. Spooktacular recap. Surveys were distributed. Good feedback on what was enjoyed also what could be approved, such as quality and amount of food provided, timeline for events, etc.
   iii. Kudos. Schedule constraints have pushed back kudos to have a mass distribution in January.

IX. Adhoc Committees
   b. Dorothy Yeater – Cassie Eyring – Application for spring is out and will be accepting applications through December 11.
   c. Employee Excellence Award- Luisa Buttler – Absent

X. University Committee Reports
   a. Student Success Council – Liz Perez – Student Success Council will be evaluating a new program called NURO, that will be demonstrated next week to be considered as a replacement for Starfish.
   b. Ben asked if anyone has been contacted for University Committees. Guest Melissa asked about participation in committees. Answer: Council members are assigned to the committees requiring staff council presence. University Committee members not contacted by their University committees should contact Claire Snyder in the President’s Office.

XI. New Business
   a. Parking and Transportation Committee Meeting – Guest Patricia will forward information to me to give to Frank and Maria, members of that committee.

XII. Good of the Order
   a. Salary Study Information – Debra – Negotiations are still on. Contract has already been through our Legal Department and is now with Vendor’s Legal Department. Once signed, they will be working double time to catch up to the time frame to have everything in place by 9/1/2019.
   b. Ben is on the Search Committee for the CFO position.
   c. Proxy Julie thanked everyone for helping with Giving Tuesday.
   d. Kudos
      i. Minerva Alaffa – Administrative Operations – CCH 222
      ii. Jessica Cornish – Academic Advisor – FC 2nd floor
iii. Diana Gaona – Library – LIBR 112C
iv. Norma Lozano – HR – NRC 2425
v. Kari Nease – PENS – CS 130

XIII. Meeting Adjournment – Ben asked for a motion to adjourn the meeting. Motion was made by Miguel and seconded by Michele to adjourn. Motion passed. Ben adjourned the meeting at 4:16 p.m.