Staff Council Meeting Minutes
UC Lonestar Room 142BC
February 26, 2019

Members Present: Luisa Buttler, Debra Cortinas, Carrie Coursey, Cassie Eyring, Jorge Fonseca, Alessandra Garcia, Carol Haley, Dee Dee Hubenak, Candace Martinez, Miguel Munoz, Hayford Osei, Elizabeth Palacios, Maria Pedigo, Elizabeth Perez, Michele Roth, Cynthia Salinas, Julie Shuttlesworth, Martha Simcik, Ben Soto (WebEx), Brittney Weise, and Noelle Wilson.

Members Absent: Heather Calderon, Frank Harrison, Alexandra Janney, Elizabeth Longoria, and Jaclyn Mahlmann.

Guest: Dr. Miguel Moreno, Faculty Senate.

This meeting was not able to cover all agenda items due to the guest speakers from Sibson Consulting needing time to discuss the Salary Study with Staff Council

I. Call to Order – Ben Soto called the meeting to order at 3:00 p.m. Thank you to IT for setting up the WebEx. Ben began the meeting with allowing our Guest Speaker, Debra Cortinas to speak on the topic of the Salary Survey.

II. Guest Speaker – Debra Cortinas, Director of Human Resources
Debra gave a brief update on the progress of the Salary Study. There is now a website from the HR homepage. It is in the works to have this page password protected. Updating of Position Descriptions (PDs) should be completed by February 28. Leadership is very supportive of this effort. Sibson Consulting met with Advisory and Steering Committee and provided them with results of the stakeholders’ meetings. Document will be provided on password protected webpage. Debra went over some of the results. Also, a subcommittee for Communication strategy was formed. The next phase will be the consultants reviewing the position descriptions. This will take most of March. Ben mentioned, for transparency, that Library faculty will be included on this Salary Study since they were not included on the Faculty Study. Update will be provided at every Staff Council Meeting.

III. Approval of Minutes – Elizabeth Perez
Jorge made a motion to approve the minutes; Dee Dee seconded the motion. Minutes were approved.

IV. President’s Report – Ben Soto
  • Announcement – Roneka is leaving. The process has begun to post her position. It will remain open for at least 5 days.
  • Feedback from Salary Study – Council members should encourage constituents to provide feedback. Any feedback from constituents is
welcomed and can be emailed to any member of the Steering committee, and Ben, Debra, and Katie from Sibson Consulting.

- **Committee Commitments, Meetings, and Communication** – New members will be assigned to committees and Ben will appoint a chair for the University Relations Committee.

- **Service Excellence Programs** – Ben spoke with Executive Committee about additional programming to support the objectives of the president. Suggested doing more service-related trainings. Ben will be searching for topics, and accepting feedback for what we can do to promote the mission.

- **More Staff Programming** – Ben is looking at other Staff Councils across Texas and see what they are doing. Will also be discussing with Jorge and Executive Committee to discuss the budget for this additional programming. If there are any ideas, please present them to him along with budget ideas.

- **VPFA Search Update** – This was a failed search. Jaclyn will be acting VPFA. Question was asked on clarification of Interim and Acting. Answer given: Interim is short term. Acting is a little longer.

- **Historian Election** – An Historian needs to be elected. We will conduct elections during New Business. Historian will be part of the Executive Committee for Staff Council

V. **Vice-President’s Report** – Frank Harrison
N/A

VI. **Treasurer’s Report** – Jorge Fonseca
No formal report; however, if there are ideas that need funds, Jorge would like one complete request for funds instead of submitting many small requests. Please send any ideas to Ben and Jorge.

VII. **Old Business**

VIII. **Committee Reports**

- **Benefits and Employee Development** - Noelle Wilson
  - Will be scheduling a meeting to discuss new ideas on what staff is looking for regarding Benefits and Employee Development.

- **Bylaws and Constitution** – Dee Dee Hubenak

- **Nominations and Elections** – Michele Roth
  - Looking for ideas on how better to do the Nominations and Elections. Ben will be appointing new members to the committee

- **University Relations** – Vacant

IX. **Adhoc Committees**

- **Annual Employee Luncheon** – Elizabeth Perez
  - Brought up the issue of parking, and also, the issue of Roneka not being able to use the Pcard after the 8th. Bylaws state the SC Admin is the only one to charge.

- **Dorothy Yeater** – Cassie Eyring
• No Report
  • Employee Excellence Awards – Franklin Harrison
    o Frank is absent; however, comments were brought forward about changes in the program that may take place. Nominees would not all be walking the stage, only the runners up and winners.

X. University Committee Reports
  • Expressive Activity Committee – Luisa. Attended the first meeting of the semester. Committee discussed purpose, goals, and education for students, faculty, and staff. Email address is expressiveactivities@tamucc.edu Dr. Lisa Perez is sponsor. Julie mentioned that maybe SC could provide some of these educational activities for staff that could educate them the way CFE does for faculty.
  • Environmental Committee – Hayford. The committee is working on beautification of the Hike/Bike Trail. Also, looking for a green system for the drainage problem that is causing potholes. Committee is looking at funding for female products.
  • SGA – Julie. SGA is conducting a survey regarding the scooters on campus. It is on their social media site.
  • Campus Safety Task Force – Ben. Committee mentioned the Active Shooter Training and the information that students should receive on their syllabi. Also discussed the trainings that Faculty and Staff should receive via TrainTraq. UPD will also provide department training if requested. TrainTraq has two courses: Classroom environment and office environment.

XI. New Business

Election of Historian
  • Luisa and Brittney were nominated and accepted. Maria made the motion to close the nominations. Hayford seconded the motion. Nominations were closed. Secret ballots were given out and tallied by Elizabeth Perez. Brittney Weise won the Historian position.

XII. Good of the Order

Kudos
  • Terrance Oprisko – Information Technology
  • Irma San Miguel – HR
  • Vic Ioina – Rec Sports
  • Ana Engels – Museum Registrar
  • Chriss Shope - COSE

XIII. Meeting Adjournment
  Jorge made a motion to adjourn the meeting; seconded by Noelle Wilson. Meeting was adjourned at 4:04 p.m.