Staff Council Meeting Minutes  
UC Anchor Ballroom B  
March 26, 2019

Members Present: Debra Cortinas, Carrie Coursey, Cassie Eyring, Jorge Fonseca, Alessandra Garcia, Alexandra Janney, 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 with Proxy: Luissa Buttler,  
Members Absent: Carol Haley, Frank Harrison, Dee Dee Hubenak, Elizabeth Longoria, Jaclyn Mahlmann and Candace Martinez.

Guest: Roe Cantu

I. Call to Order – Ben Soto called the meeting to order at 3:00 p.m.
John LaRue was scheduled to speak but was not able to make it. He did attend the Executive Committee’s meeting and gave a report there that Ben will share with the Council.
Ben made the introduction of new Administrative Associate, LaNiece Tucker. LaNiece gave a brief background.

II. Guest Speaker – Debra Cortinas, Director of Human Resources
Debra gave a brief update on the progress of the Salary Study. Not much to report. HR received more than 300 position description to update. Encouraging workers and managers to review that all information in Workday is correct.
Consulting company is now reviewing all positions descriptions. One week from today, website for Salary Study should be updated. Internal equity will also be reviewed. Two things that will be looked at 1) highest degree earned, and 2) how many years in current position. There is a FAQs page on the website for answers.
Debra announced the Awards Ceremony scheduled for April 26. Please notify HR for any staff member who is graduating/has graduated this year to honor on Parade of Achievers.
Performance reviews are due by May 31. Self-evaluations will need to be filled out first.
System Employee Benefits Advisory Committee will be having elections. Every two years campus votes on representative for SEBAC. If interested, please contact Frank Harrison or anyone on the Wellness Committee as that is the committee in charge of elections.

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

IV. **President’s Report** – Ben Soto

- **Event Feedback** – Tons of positive feedback. Working on survey to get more ideas.
- **Administrative Professionals’ Day** – Alexandra Janney is now chair of the Employee Relations Committee. Ben will help with the first meeting for the Admin Professionals’ Luncheon to be held on Tuesday, April 23. HR provided list to Roneka of EEO 4 and 5.
- **Budget Requests** – Currently working on budget requests. Budgets are due on April 1. Committee members are asked to send budget requests for events to Ben by Friday, March 29.
- **PC Lunch** – Executive council had lunch with President’s Cabinet. President would like Staff Council to be more of the direct contact for all staff. Ben raised the question to the cabinet on how Staff Council could help achieve the mission of the university. We will be working together for the success of the university.
- **Campus Safety** – Was established due to concerns of students regarding Safety during an event of an active shooter. There are trainings on TrainTraq for faculty and staff. Ben will keep council informed as more information comes about. Question was raised that maybe UPD could give a training on Development Day.
- **Elevators** – An Elevator Task Force has been developed. John LaRue gave the Executive Committee an update on the 4 elevators that are down: Two in the parking garage and two in the Library as of last week. Task force is working on setting regular meetings regarding elevators and elevator maintenance. Email John if there are any elevators out without signage.

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

N/A

VI. **Treasurer’s Report** – Jorge Fonseca

Nothing major to report. Waiting on final posts of the Luncheon.

VII. **Old Business**

N/A

VIII. **Committee Reports**

- **Benefits and Employee Development - Noelle Wilson**
  - Reached out to Rosie Ruiz and offered to provide assistance on Development Day. First meeting will be April 10.
• Bylaws and Constitution – Dee Dee Hubenak
  o N/A
• Nominations and Elections – Michele Roth
  o New members on the committee: Martha Simcik, Brittany Weise
  o IT is working with Faculty Senate on their elections. If it works, then Staff Council will also use the same platform.
• University Relations – Alexandra Janney is now the Chair
  o Candace Martinez is now on University Relations

IX. Adhoc Committees
• Annual Employee Luncheon – Elizabeth Perez
  o Alexandra and Candace are now members of the committee
  o Thanked the committee for the hard work. There was a very close estimate of 572 attendees. Due to amount of food bill, we will need to ask for an increase in budget. Will work with LaNiece on getting a survey out. I will plan on having a meeting for the Wrap Up.
• Dorothy Yeater – Cassie Eyring
  o Martha and Brittney are now members of the committee.
  o Ordered 50 items for Administrative Professionals Day sales. Plan on selling items for $15-20. It is a cup with a charger bundle.
• Employee Excellence Awards – Franklin Harrison
  o Julie is now on the committee
  o Awards are progressing. Flood of nominations came in on Friday.

X. University Committee Reports
N/A

XI. New Business
Council will go over the following Rules and Procedures sent by Kevin Houlihan and submit any comments that are made.
A. 31.01.08.C1 – Merit Pay – a little discussion on language
B. 34.02.01.C1 – Drug and Alcohol Abuse and Rehabilitation Programs – no feedback
C. 31.01.01.C0.01 – Employee Compensation Administration – a little discussion on language. Definitions: New Hire – extra space at the end of the sentence.
D. 31.01.01.C0.02 – Temporary Salary Increases – Mentioned that sometimes President is capitalized and sometimes not.
E. 31.01.01.C0.03 – Reclassification of Non-Faculty Positions – Procedure Summary: under Procedure: 1. General – when mentioning Merit guidelines, it should be referenced back to 31.01.08.C1 Merit Pay.
F. 41.01.01.C0.01 – Use of University Facilities - Procedure: Other issues related to the use of facilities – 5.6 Needs to be stated that alcohol approval must come from the president. State “if approved”. Also, 5.13 – No period at the
end of the last sentence. It was mentioned that SEAS has not reviewed this procedure yet.

**Kudos**

- Monica Silva – COB – OCNR 341
- Leigh Gibbon – ENGL – FC 274B
- Cindy Buschang – MARCOM – USC
- Brandice McDonald – FIN AID – SSC
- Anna De La Garza – Payroll - NRC

**Meeting Adjournment**

Jorge made a motion to adjourn the meeting; seconded by Alexandra Janney. Meeting was adjourned at 4:14 p.m.