

Staff Council Meeting Minutes

UC Anchor Ballroom A

January 28, 2020

3:00 p.m.

Members Present: Luisa Buttler, Debra Cortinas, Carrie Coursey, Cassie Eyring, Noelle Freese, Frank Harrison, Amanda Horne, Candace Martinez, Miguel Moreno, Miguel Munoz, Elizabeth Palacios, Elizabeth Perez, Julie Shuttlesworth, Martha Simcik, Ben Soto, and Brittney Weise.

Members Absent with Proxy: Heather Calderon (Estevan Escamilla – Proxy); Alexandra Janney (Lauren Guerra – Proxy)

Members Absent: Risha Dulip, Alessandra Garcia, Carol Haley, Elizabeth Longoria, Jaclyn Mahlmann, Hayford Osei, Maria Pedigo, and Michele Roth.

Guests: List of new staff accompanied by Jennifer Escamilla is on the I drive.

I. Call to Order – Ben Soto

Meeting called to order at 3:01 p.m.

II. Approval of Minutes – Elizabeth Perez

Miguel Munoz made the motion to approve minutes. Frank seconded the motion. Minutes were approved.

III. President's Report – Ben Soto.

- Staff Council Introduction to New Employees on Campus
- Dr. Michelle Singh, Associate Vice President, Teaching & Learning Technologies, in the Department of Distance Education gave a presentation on the University's SACS-COC required Quality Enhancement Program (QEP) I KNOW Digital Information Literacy Campaign. She gave the four points of the plan to prepare the students to Find, Evaluate, Create, and Communicate knowledge using digital technologies. There will be a Kickoff Block Party on February 2 from 11:00 a.m. to 2:00 p.m. in the Anchor Ballroom. She encouraged everyone to wear their I Know T-shirts every Friday in February.
- Constituents/I-Engage – Need to ensure we, and all constituents, sign up for I-Engage. This portal is where all nominations, elections, announcements, etc. will be sent through. Ask that all council members contact their constituents to sign up. Noelle brought up the idea to have HR give the new employees information on signing up for I-Engage. We will move our webpage over to this portal.

- Constitution – Chair will report. Hope to have new Constitution and Bylaws up for a vote by March or April.
- Elections – Chair will report.
- Employee Excellence Awards – Chair will report.
- Ink Cartridges – There is a Draft Memo of Understanding with SSC to empty bin cartridges and deliver to a designated location, currently in the library.
- Treasurer – We have no treasurer; however, there is not a quorum to be able to vote for a treasurer. We will wait until the February Staff Council Meeting.

IV. Vice-President's Report – Frank Harrison

- Faculty Senate –
 - Parking - Joint venture with Dr. Miguel Moreno, Ben and Frank regarding the lack of communication and transparency of the new ParkMobile initiative. Will meet with Parking and Traffic Committee to discuss the rollout of ParkMobile. Any issues or comments please send to Frank, Ben, or Dr. Moreno.
 - Committees - Conversation started regarding committees on campus. Many committees no longer meeting, and the list of those committees has not been updated. We will move forward to work with Faculty Senate to get clarification and review committees. Tabled for now.
 - Graduate Assistants – Policy does not cover those GAs that are auxiliaries and self-funded. Self-funded GAs are overlooked by Graduate Studies. Feel that Staff Council needs to be the voice for those students. Discussion ensued regarding issues such as a limited number of tuition vouchers, etc.

V. Treasurer's Report – N/A

- N/A

VI. Committee Reports

- Benefits and Employee Development - Noelle Freese, Chair
 - The Development Conference is scheduled from Noon on April 20 through 3:00 p.m. on April 22. Our charge is the life portion of the conference: Dance/yoga/art/etc. Any topics should be directed to Noelle or committee members.
- Bylaws and Constitution – Luisa Buttler, Chair
 - Doodle poll is out for meeting request.
- Nominations and Elections – Michele Roth, Chair (Absent) Julie reporting.
 - Nominations are proceeding well.
 - EEO Cat 1 – 31 nominees
 - EEO Cat 3 – 96 nominees
 - EEO Cat 4 – 29 nominees

- EEO Cat 5/6/7 – 6 nominees
 - Nominations end January 31 at 5:15 p.m.
- University Relations – Alexandra Janney, Chair (Absent) Lauren Guerra
 - Working on Admin Professionals' Day. Budget is \$1300.

VII. Adhoc Committees

- Annual Employee Luncheon – Elizabeth Perez
 - Reminder luncheon is on March 10, Tuesday during spring break.
 - Preliminary volunteer list. Asked to sign up for a time.
 - Meeting tomorrow.
- Dorothy Yeater – Cassie Eyring (absent)
 - Spring Scholarships were awarded last week.
 - Looking for Admin Gifts to be ordered around March 1.
- Employee Excellence Awards – Franklin Harrison
 - Shout out to Julie and Luisa for their work on the forms.
 - Forms are almost ready to go in I-Engage.
 - New for this year, not nominating in categories.

VIII. Old Business

- Thank Debra and the HR team for the work on the Salary Study Year 1. The last meeting will be held Wednesday, January 29 at 10:30 a.m.

IX. New Business

N/A

• Good of the Order

- Homecoming is the 24th through the 29th of February with department door decorating contest. The Voice winner will be the main attraction at the Tailgate Party.

Kudos

- Erendira Perez – Upward Bound – CW 114
- Erin Smith – Institutional Advancement –
- Brandon Mandigo – Student Activities – UC 218E
- Monet Love – Human Resources – NRC 2425
- Angela Speaker – College of Graduate Studies – FC 151G

X. Meeting Adjournment

Miguel made a motion to adjourn the meeting; seconded by Candace. Meeting was adjourned at 4:11 p.m.