

Staff Council Meeting Minutes

Location: WebEx

August 25, 2020 3:00 p.m.

Members Present

Sharmeen Ahamed, William Coari, Brenton Day, Risha Dulip, Jennifer Escamilla, Cassie Eyring, Valerie Gibbons, Noelle Freese, Carol Haley, Veronica Harris, Franklin Harrison, Alexandra Janney, Erin Longoria, Candance Martinez, Sonia McNeil, Miguel Munoz, Christie Roberts, Joanne Salinas, Ronald Sepulveda, Julie Shuttlesworth, Martha Simcik, Angela Walker, Brittney Weise, Melissa Zamora.

Members Absent:

Zelda Chacon, Amanda Horne, Shay Lee, Jennifer Grabarczyk-Turner

Others Present

Nonvoting members: Debra Cortinas, Jaclyn Mahlmann, Ben Soto, LaNiece Tucker

Guests: Alessandra Garcia, Liz Perez, Carol Pike, Jermeka Morrison, Esmeralda Teran, Donna DeGaish, Susane Horn, Eliza Lara

I. Call to Order – Frank Harrison

Meeting called to order at 3:02 p.m.

II. Approval of Minutes – Julie Shuttlesworth

N. Freese made the motion to approve minutes with corrections.

B. Weise seconded the motion. Minutes were approved as amended.

III. President's Report – Frank Harrison

- Forum overview and update: Letter was sent on behalf of staff to Administration. Positive results including follow up email from President Miller and campus announcement update
- Solidarity Letter – Moved to tabled
- Staff Survey – Survey has been posted with limited responses
- Retreat Plans – Now as part of September Meeting. Will start at 1pm. Setting goals and priorities for upcoming year.
- Budget Think Tank update: Committee working to categorize suggestions received
- Emails – have been created. Will need to create listservs and protocols for their use.
- Bluesday Tuesday shirts – SGA has approached Staff council to partner for spirit shirts.
 - Discussion

- N. Freese commented that school spirit goals should be campus wide, not just students.
- J. Shuttlesworth recommended selling the shirts for small profit rather than giving away. Using proceeds towards D. Yeater scholarship
- A. Janney commented that shirts should include Staff Council logo if using SC funds.
- Recommendation and vote made for combining Bluesday Tuesday/Staff Council in shirts and proceeds to Scholarship fund
- Vote passes 22-0 with one (C. Haley) abstention.

IV. Vice President's Report – Sharmeen Ahmed

- Faculty Senate met on Sept. 14th in closed member only meeting. Staff Council VP not present
- President Harrison noted that the Staff Council VP is a member of Faculty Senate and should have been included.
 - Will follow-up with Senate Speaker Moreno for clarification

V. Treasurer's Report – Cassie Eyring

- No changes
- Should have approximately \$10,000 roll forward into FY21, \$6,400 is earmarked for the Staff Excellence awards.

VI. Committee Reports

- Benefits & Employee Development – Joanne Salinas, Chair
 - No Report
- Bylaws and Constitution – Alexandra Janny, Chair
 - Met twice in July. Working on report to bring forward
- Nominations & Elections – Julie Shuttlesworth, Chair
 - No Report
- University Relations – Jennifer Escamilla, Chair
 - No Report. Meeting later this week
 - Will be tasked with Bluesday Shirts along with Scholarship committee

VII. Ad-hoc Committees

- Annual Employee Luncheon – Candance Martinez, Chair
 - No Report
- Dorothy Yeater Scholarship – Melissa Zamora, Chair

- Working on Bosses Day gifts for October
- Employee Excellence Awards – Sharmeen Ahmed, Chair
 - No Report

VIII. Liaison Reports

- University Committees:
 - Event Task Force: Event Guide is done and posted online.
- HR Update:
 - Many New Hires, Faculty onboarding
 - Hosting possible Q&A sessions for employees on CARES/Covid. Many topics already covered on website.
 - Rep. B. Day stated that the types of questions he had heard from constituents are a)personal situations and b)overall grievances with how things are being handled by university.
 - J. Shuttlesworth recommended HR do weekly HR Lunch time Q&A drop-in sessions. Will allow for individual questions and the WebEx Waiting room feature will allow privacy.
 - D.Cortinas stated these were good ideas and HR would look into them.

IX. Tabled Business

- EEP Email Guidelines.
 - F. Harrison: Exec board will address.

X. New Business

- Policy Review: 09.02.99.C0.01 University Name and Indicia Usage
 - Approved: Motion passes Unanimously with no comments
- New Employee guests welcome to the meeting
- Announcement: Islanders Race To Zero Virtual Event
- Kudos:
 - J. Shuttlesworth asked how Kudos are being done in our virtual meetings.
 - A. Janney - WebEx polling possible solution
 - J. Escamilla – Kudos sent via email.
 - L. Tucker – No Kudos submitted via email since March Remote transition.

XI. Meeting adjourn at 3.59 pm.

A. Janney made the motion to adjourn
M. Munoz seconded the motion.