

## Staff Council General Meeting

**Bayview 320-October 9th - 2:00pm-3:30pm**

- Call to Order:
  - o 2:02PM by Stephaine Long
- Approval of Minutes:
  - o Anna Whetstine motioned to approve
  - o Kristina Messoline seconded
- Guest Speakers
  - o Trent Thigpen- Program Director Pollution Prevention Partnership and AutoCheck
    - Email Trent for Information on Presentation
      - [trent.thigpen@tamucc.edu](mailto:trent.thigpen@tamucc.edu)
      - Thanksgiving Event at TAMU-CC available to faculty and staff
- President's Report – Stephaine Long
  - o Update on Storage Unit
    - John LaRue provided a storage unit to share with the Faculty Council. But it is not big enough. Shay Lee placed a request for another storage unit. This space was determined to be not available, so John will be asked again if there are other options to accommodate spacing needs.
  - o Islander Lights Committee planning
    - We need 2 Team Leaders, and a minimum of 6 members in total volunteering.
    - Please reach out to Ashleigh Campbell and Anna Whetstine if you have any questions for volunteering
  - o Meet your Reps Campus Announcement
    - Announcement went out today to University (October 9<sup>th</sup>, 2025)
  - o TEAMS Main Communication Platform, Notifications
    - Please have notifications turned on. All communication for Staff Council goes to Teams Channel.
  - o Future Speaker Discussion
    - Anything you would like to hear, or anyone you know who would like to present please email [Staff.Council@tamucc.edu](mailto:Staff.Council@tamucc.edu)
  - o December Potluck
    - Refreshments, potluck dishes, and desserts.
    - Sign-up through teams. On the sign-up sheet will have an anonymous section for food allergies. And will have a Liability Statement for allergies.
    - A December meeting reservation was made, and a calendar invite was updated to accommodate lunch potluck by the end of meeting.

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- Upcoming Meetings
  - o November 6<sup>th</sup>, 2:00PM-3:30PM, UC Bayview 320
  - o December 11<sup>th</sup>, 11:30am to 1:00pm, UC Bayview 320
  - o January 8<sup>th</sup>, 2:00PM-3:30PM, UC Bayview 320
  - o February 12<sup>th</sup>, 2:00PM-3:30PM, UC Bayview 320
  - o March 19<sup>th</sup>, 2:00PM-3:30PM, UC Bayview 320
  - o April 9<sup>th</sup>, 2:00PM-3:30PM, UC Bayview 320
  - o May 14<sup>th</sup>, 2:00PM-3:30PM, UC Bayview 320
    - Please accept calendar invites for Staff Council Meetings
    - If unable to attend, please email [Staff.Council@tamucc.edu](mailto:Staff.Council@tamucc.edu) and Stephanie Long about your absence and if you will be providing a proxy in your place.
- Vice-President's Report – Joseph Doan
  - o No report at this time
- Treasurer's Report - Amy Rivera
  - o Update on moving expenses from prior year to ink cartridge account.
  - o Halloween Catering Update
    - Hopefully to stay between 5K-6K for catering bill
  - o Name Badge Update
    - Push name badges to May for potential ordering
- Parliamentary Report – Andres Garcia
  - o Proposed revisions reviewed by Bylaws Revision Committee and distributed to the full council for review and comment.
    - The Bylaws Revision Committee updated the revision from the prior staff council meeting notes.
  - o Voting deadline is Friday, October 10<sup>th</sup> at 5:00pm Central.
    - Conducted voting on October 9<sup>th</sup>, 2025 during the Staff Council Meeting.
    - The vote received 2/3 majority of approval.
- Historian Report - Yazmin Diaz
  - o Committees need to communicate any current and upcoming event/programming information to Yazmin Diaz and cc [staff.council@tamucc.edu](mailto:staff.council@tamucc.edu) to upload onto Staff Council Website. Examples: Break in the Day Event Details/Flyers, Dorothy Yeater Scholarship Application Dates, Etc.
- Secretary Report – Ashleigh Campbell
  - o No report at this time

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| Member            |           | 6/12/2025 | 7/10/2025 | 8/7/2025 | 9/11/2025 | 10/9/2025 |
|-------------------|-----------|-----------|-----------|----------|-----------|-----------|
| Claudia           | Ayala     | Attended  | Attended  | Attended | Attended  | Attended  |
| Amber             | Castillo  | Attended  | Attended  | Attended | Attended  | Attended  |
| Zelda             | Chacon    | Absent    | Proxy     | Attended | Attended  | Attended  |
| Donna             | DeLeon    | Attended  | Absent    | Attended | Attended  | Attended  |
| Lori              | Flaminio  | Proxy     | Absent    | Attended | Attended  | Proxy     |
| Kayleigh          | Garcia    | Attended  | Attended  | Attended | Proxy     | Absent    |
| Sarina            | Garcia    | Attended  | Attended  | Attended | Attended  | Attended  |
| Samuel            | Glowacki  | Attended  | Attended  | Attended | Attended  | Attended  |
| Cierrah           | Godin     |           |           | Attended | Attended  | Attended  |
| Allison           | Guerra    | Proxy     | Attended  | Attended | Attended  | Attended  |
| Lauran            | Guerra    | Attended  | Attended  | Attended | Attended  | Attended  |
| Christopher       | Hempstead | Attended  | Attended  | Attended | Attended  | Attended  |
| April             | Jasso     | Attended  | Attended  | Attended | Attended  | Attended  |
| Mary              | Mahan     | Attended  | Proxy     | Absent   | Attended  | Attended  |
| Kevin             | Martin    | Absent    | Attended  | Attended | Attended  | Proxy     |
| Kristina          | Messoline | Attended  | Absent    | Attended | Attended  | Attended  |
| Lorena            | Newsome   | Attended  | Absent    | Attended | Attended  | Proxy     |
| Kandy             | Ortega    | Attended  | Attended  | Proxy    | Attended  | Attended  |
| Alexis            | Rodriguez | Attended  | Attended  | Attended | Attended  | Absent    |
| Katherine         | Skora     | Attended  | Attended  | Proxy    | Attended  | Attended  |
| Anna              | Whetstine | Attended  | Attended  | Attended | Attended  | Attended  |
| <b>Officers</b>   |           |           |           |          |           |           |
| Ashleigh          | Campbell  | Attended  | Attended  | Proxy    | Attended  | Attended  |
| Yazmin            | Diaz      | Attended  | Attended  | Attended | Attended  | Attended  |
| Joseph            | Doan      | Attended  | Attended  | Attended | Attended  | Attended  |
| Andres            | Garcia    | Attended  | Attended  | Attended | Attended  | Attended  |
| Stephaine         | Long      | Attended  | Attended  | Absent   | Attended  | Attended  |
| Amy               | Rivera    | Absent    | Attended  | Attended | Attended  | Attended  |
| <b>Ex Officio</b> |           |           |           |          |           |           |
| Cassandra         | Casanova  | Proxy     | Attended  | Proxy    | Proxy     | Absent    |
| Trennon           | Cavanagh  | Absent    | Absent    | Absent   | Attended  | Attended  |
| John              | LaRue     | Absent    | Absent    | Absent   | Absent    | Absent    |
| Shay              | Lee       | Attended  | Attended  | Attended | Attended  | Attended  |
| Scott             | Johnson   | Attended  | Absent    | Attended | Attended  | Attended  |

- o Staff Council Committee Reports
  - o Nominations and Elections – **Chair: VP-Joseph Doan** (Kristina, April, Lori)
    - Submitted proposed revisions for Article IV of the Bylaws.
      - Conducted voting on October 9<sup>th</sup>, 2025 during the Staff Council Meeting.
      - The vote received 2/3 majority of approval.
    - Special elections to fill vacancies in the R&I and President’s Office scheduled to start once proposed Article IV revisions are adopted, and receive valid list of:
      - Staff eligible for nominations
      - Staff eligible to vote
  - o Communication Committee – **Chair: Secretary- Ashleigh** (Lorena, Kayleigh)

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- Reviewed Bylaws. At this time, we do not see changes need to be made to the Communications Committee Bylaws.
- Creating a Social Media Account- potentially Instagram, Communications committee can run social media.
  - Uploading Photos as we have them
  - Break in the days
  - Spotlight on a Staff Council Member
  - Photos at Meetings, Behind the Scenes
  - Have a contact through Marcom to run a social media account
- Should the Communications Committee review statements/announcements to be going out.
  - Louisa, Shay, John LaRue. Can begin copying the chair of the communication
- o Ad Hoc Bylaws Review Committee – **Chair: Parliamentarian- Andres** (Sarina, Joseph)
  - Virtual Staff Council Meeting Discussion for Bylaws
- o Benefits & Employee Development- **Chair: Samuel** (Claudia, Zelda, Christopher, Mary)
  - No report at this time
- o University Relations – **Co-Chair: Anna and Katie** (Amber, Luran, Allison, Donna, Kevin, Yazmin, Amy, Alexis, Kandrea, Cierrah)
  - Halloween Break in the Day Update
    - Awards were done on October 9<sup>th</sup>, 2025
    - Met Monday with Catering, IT, and UC to get items in place.
    - Discussed with catering on the specifics of what can be offered. Will be providing Gluten-Free and Vegan options
    - IT Test will be conducted the Thursday before Halloween Break in the Day
    - Pumpkin Carving Contest- Please enter into the pumpkin contest if interested. Can carve, paint, and decorate a pumpkin.
      - Bring your own pumpkin- can be fake or real.
    - MC has been confirmed -
    - Campus Announcement has been sent to Shay Lee.
      - In announcement will be costume contest rules, costume contest sign-up,..
    - Set-up will begin at 9AM on October 31<sup>st</sup>
    - Katie and Anna will review storage unit inventory.

## **Staff Council General Meeting**

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- Create an inventory excel sheet
- University Committees Reports
  - o Calendar Committee – Claudia Ayala
    - 2026-2027, approved calendar for the academic year.
    - Spring Break will align with CCISD Spring Break
    - Waiting for approval on the American Bank Center Contract
  - o Campus Wellness Committee – Mary Mahan
    - Core programs
      - Walk for wellness
      - Reimbursement for 5 workouts
      - Free Fridays
        - o Need to wear a band
        - o What can you do? – use Island Hall gym, courts, track, anything on the track
    - Flu shot clinics
      - Oct. 15 in UC Legacy, 9 a.m. to 1 p.m.
      - Oct. 29 in UC Legacy, 9 a.m. to 1 p.m.
      - Bring your BCBS card
    - Hello Heart — Focus is on Women and Heart Health
      - October 16 at 3 p.m.
      - Presenter -Jayne Morgan, M.D. Hello Heart Vice President, Medical Affairs
      - Title: Long Live Women
      - Topics:
        - Learn about women’s heart health and unique risks
          - o Learn quick ways to care for your health and celebrate the women in your life
          - o Participate in a Q&A and learn about Hello Heart
    - Islander Wellness Day
      - Collaborate with staff council
      - Workshops
      - Think like there is no box
  - o Committee on Committees – Joseph Doan
    - Meeting was moved to November.
  - o Environmental Committee – Lorena Newsome
    - Materials have been ordered to repair the compost bins, and the green
    - Hydration Station will be Faculty Center

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- Buildings without stations will be prioritized
  - Hazard Waste Statements have been updated
  - EHS Office have begun waste management requirements.
- o Expressive Activity Committee - Andres Garcia
  - Virtual tabletop on 1<sup>st</sup> Amendment
- o Faculty Advisory Council – Vice President- Joseph Doan (SAC Speaker Johnson)
  - Faculty Advisory Council for link to join meetings virtually.
  - Agendas on meetings will be posted a week in advance.
- o Historically Underutilized Business Comm. – Kayleigh Garcia
  - No report at this time
- o Strategic Planning Council –Stephaine Long
  - No report at this time
- o Student Endowment Scholarship Comm. – Kandrea Ortega
  - No report at this time
- o Student Success Council – April Jasso
  - No report at this time
- o Transportation Advisory Committee - Lauran Guerra
  - Reassignment of Hybrid and General Parking Lots
    - Neftali Rivera motion to approve temporary parking at Turtle Cove Resident parking permits, and temporary 4th floor Bayside Parking Garage till summer 2026. This temporary parking is due to increased student enrollment and construction of Arts Media Building. Meares seconds: all in favor approved.
  - Formation of a Subcommittee for Parking Citation Appeals
    - Neftali Rivera motion to approve Subcommittee for Parking Citation Appeals which will consist of (1) Contractor, (1) Faculty, (1) Staff, (1) Student residential, (1) Student commuter. Pattison seconds: all in favor approved.
  - Other Business
    - Increase CCRTA Bus lines.
    - Uber Micro Transit- 3rd party transportation shuttle.
    - Encourage ridesharing.
    - Increase CCRTA Bus hours from 8:30PM to 10:30PM.
    - Invite CCRTA as Guest Speaker for next meeting.
  - If you are interested in being the Staff Council Member on this committee, please let Lauran Guerra know.
    - [Lauran.guerra@tamucc.edu](mailto:Lauran.guerra@tamucc.edu)

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- o University Safety Committee – Allison Guerra
  - Met on October 1<sup>st</sup>.
  - EHS conducts building and chemical lab inspections.
    - The Environmental Health and Safety department at TAMU-CC conducts building and lab inspections around campus. Visit the EHS TAMU-CC Portal and select "Links & Other Resources" (EHS TAMU-CC Portal - Links & Resources) to view the general & lab safety manuals, Origami & the EHS department's Customer Service Request Form. Origami is where EHS prepares the inspection reports and departments can view and correct their inspection findings. Safety incidents and concerns are also submitted through Origami. The EHS Customer Service Request Form portal is used to request services from EHS, such as cart training, event safety & waste removal.
    - A State Fire Marshall Inspection will be conducted at TAMU-CC by the end of the year and there will be a TAMUS health & safety inspection planned for Spring 2026.
- o University Budget Advisory Committee- Treasurer - Amy Rivera
  - December 10<sup>th</sup> Meeting Scheduled
- Liaison Reports (if any)
  - o HR Update – Casandra Casanova
    - No report at this time
  - o Past President- Trennon Cavanagh
    - No report at this time
- Old Business:
  - o Tickets for Back-in Parking (Trennon Cavanagh)
    - No report at this time
- New Business:
  - o Fall Potluck- Possibility to change meeting time.
    - Please see the President Report Notes.
    - December Meeting time has been updated.
  - o Domestic Violence Awareness Events- Mary Mahan
    - October 16<sup>th</sup> – Shatter the Silence. Stop the Violence.
      - O'Connor Building in Room 135
      - 10:00 AM – 11:00AM
    - October 24<sup>th</sup> – What's your Red Flag Event.
      - East Lawn

## **Staff Council General Meeting**

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- 11:00 AM – 1:00 PM
  - o EPIC Sessions Update from Mary Mahan
  - o Staff Council Committees please update your SOPs
    - Nominations & Elections
    - Communication Committee Bylaws
    - Ad Hoc Bylaws Review Committee
    - Benefits & Employee Development
    - University Relations
- Adjourn:
  - o Joseph Doan motioned to approve
  - o Luran Guerra seconded

October 9<sup>th</sup>, 2025 Minutes approved on November 6<sup>th</sup>, 2025