

Staff Council General Meeting Agenda

Bayview 320-September 11th - 2:00pm-3:30pm

- Call to Order:
 - —
- Approval of Minutes:
 - ____motioned to approve
 - ____ seconded.
- President's Report – Stephaine Long
- Guest Speakers
 - Gloria Davila, Assistant Director for User Support Services
 - IT Department Updates
 - Mary Mahan, Compliance Coordinator II - Employee Development & Compliance Services
 - EPIC
- Storage Unit
 - Inventory Plan and Location
 - Coordinating Tasks for University Relations
- Upcoming Meetings
 - September 11th, 2:00PM-3:30PM, UC Bayview 320
 - October 9th, 2:00PM-3:30PM, UC Bayview 320
 - November 6th, 2:00PM-3:30PM, UC Bayview 320
 - December 11th, 2:00PM-3:30PM, UC Bayview 320
 - January 8th, 2:00PM-3:30PM, UC Bayview 320
 - February 12th, 2:00PM-3:30PM, UC Bayview 320
 - March 19th, 2:00PM-3:30PM, UC Bayview 320
 - April 9th, 2:00PM-3:30PM, UC Bayview 320
 - May 14th, 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 and Stephanie Long with your absence and if you will be providing a proxy in your place.
- Vice-President's Report – Joseph Doan
 - MS TEAMS General channel file management
- Treasurer's Report - Amy Rivera
 - Name Tags Update – FY26 Dollars
 - Amazon Order for FY25 Dollars - Discuss Return of Storage bins
 - Halloween Budget for Break in the Day - 8,000 requested from University Relations

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- University Relations provide detailed catering bill
 - Expenses will need to be specific (classified by event) before submitting them to the Treasurer (Amy)
- Parliamentary Report – Andres Garcia
 - 1st Meeting – Provide updates
 - Discuss process for proposal of change for Bylaws
 - Remote attendance policy review and standards
- Historian Report - Yazmin Diaz
 - Updating Website
 - Updating professional pictures on the Staff Council Representatives (website)
 - Committee Chairs – Kindly send all update communications intended for the staff council website to the Historian for processing and inclusion.
- Secretary Report – Ashleigh Campbell
 - Attendance is required every month, please see the Staff Council Bylaws for more information.
 - 3 Absence Rule for every Staff Council Member for an entire term.
 - Providing a Proxy will not count towards total absence count.
- Staff Council Committee Reports
 - Nominations and Elections – **Chair: VP-Joseph Doan** (Kristina, April, Lori)
 - Revision of Elections Procedure
 - Multiple Representatives from the same department
 - Documenting Changes to nominations and elections of SC Members
 - Filling council vacancies
 - Special Elections Process Update
 - Communication Committee – **Chair: Secretary- Ashleigh** (Lorena, Kayleigh)
 - Ad Hoc Bylaws Review Committee – **Chair: Parliamentarian- Andres** (Sarina, Joseph)
 - Benefits & Employee Development- **Chair: Samuel** (Claudia, Zelda, Christopher, Mary)
 - University Relations – **Co-Chair: Anna and Katie** (Amber, Lauran, Allison, Donna, Kevin, Yazmin, Amy, Alexis, Kandrea)
- University Committees Reports
 - Calendar Committee – Claudia Ayala
 - Campus Wellness Committee – Mary Mahan

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- Committee on Committees – Joseph Doan
- Environmental Committee – Lorena Newsome
- Expressive Activity Committee - Andres Garcia
- Faculty Advisory Council – Vice President- Joseph Doan
- Historically Underutilized Business Comm. – Kayleigh Garcia
- Strategic Planning Council –Stephaine Long
- Student Endowment Scholarship Comm. – Kandrea Ortega
- Student Success Council – April Jasso
- Transportation Advisory Committee - Lauran Guerra
- University Safety Committee – Allison Guerra
- University Budget Advisory Committee- Treasurer - Amy Rivera
- Liaison Reports (if any)
 - HR Update – Casandra Casanova
 - Faculty Advisory Council Update – Dr. Scott Johnson
 - Past President- Trennon Cavanagh
- Old Business:
 - Staff Council Committees should have a standard operating procedure.
Follow Up on the standard operating procedures.
 - Template for Standards
- New Business:
- Adjourn:
 - ____ motioned to approve
 - ____ seconded