

Staff Council General Meeting
UC Lone Star 142A
September 28th, 2023
2:00 - 3:30 pm

Present:

Absent: Alexandra Janney, and Ben Soto

Present: DeAnna Crites, Ricardo Reyes, Zelda Chacon, Alex Zavala, Angelica Santillan, Christina Loftin, Christopher Palfreyman, Cynthia Duff, Jessica Aleman, Kit Wilson, Luran Guerra, Mary Canales, Nathaniel Galvan, Regina Gonzales, Trennon Cavanagh, Diana Avila, Julian Martinez, Lorraine Soliz, Maria Pedigo, Roxanne Singsaas, Alexis De Leon, Hayford Osei, Erica Hill, Esmeralda Vasquez

- I. Call to Order – 2:03 PM (Nathan Galvan motioned and Ricardo Reyes seconded)
- II. Guest Speaker - Maike Holleck (GA for I-SPEAK - Islander Suicide Prevention through Education, Awareness, and Knowledge) – Upcoming Suicide Prevention Events
 - Passed out and covered the “Campus suicide prevention starts with you” flyer and covered various mental health and suicide prevention resources at TAMU-CC.
 - QPR Gatekeeper Training can be scheduled for small groups on campus.
- III. Approval of Minutes – Chris Palfreyman motioned to approve and then Hayford Osei seconded. No comments.
- IV. President’s Report – Alexandra Janney
 - Elections – Historian (**Julian Martinez was elected with 22 votes**).
 - Feedback on “[Endowed non-faculty positions](#)” and “[External employment](#)” draft procedures. -- There were no comments.
 - Printer Ink recycling on campus – Trennon is currently in contact with islander green team to see if they can take over this recycling on campus.
 - Review of bylaws and constitution
 - Summary – “Bylaws” and “Constitution” document were updated into one document labeled “Bylaws”. The new document includes the updates to representation on campus (Department representation instead of EEO). The documents will be posted to the Teams shortly after the meeting – the group will have two weeks to review it, with a deadline **of October 13th** for any updates. Meeting with Executive Board to review on October 19th, any amendments will go through the on October 26th. Afterward the Bylaws will be submitted to the President’s Office.
 - Purchase requests – Any purchase requests should be routed through Alexandra or Trennon to be directed to DeAnna for processing.
 - New student worker (Mia Kemp) – working with both Staff Council and President’s cabin. Can be asked to help with
 - Staff council polo shirts ready – Available for pickup.
 - Staff recognition discussions – Put on hold.
- V. Vice-President’s Report – Trennon Cavanagh

- Filled in for Presidents report today – *see section IV above.*

VI. Treasurer’s Report – DeAnna Crites

- DeAnna put together a fillable budget request form and sent it to Alexandra and Trennon. It is to be shared with the committees if they ever have a need for budgets/purchasing. Committees will need to provide purpose for funding, the amount, etc. and then send it to Trennon, Alexandra, and DeAnna. Any requests will be discussed during the Executive Council meeting and approvals will be sent out afterward.
- The new FY24 budget has been allocated to the general account. There are some sub accounts being set up as well to set aside certain money amounts for events that Staff Council supports.
- Halloween backdrop, trophies, and candy have been ordered.

VII. Staff Council Committee Reports

a. Nominations and Elections – Trennon Cavanagh – Committee reviewed the elections process (representation), passed it on to the AdHoc Bylaws Review Committee for approval, and now the document can be shared with the general SC group. For current vacant positions in Staff Council, there will be no special elections.

b. Communication Committee – Lauran Guerra – Committee has not met as Marketing and Communication are handling the advertisement campaign for Halloween Break in the Day this year. Includes a campus announcement, campus event calendar, social media posts, and special signage on campus monitors and entryway signs. There will be a photographer from Marketing and Communication present at the Halloween Break in the day for 1 hour (Noon to 1 PM). Staff Council members are invited to take as many pictures of the event as they want to be shared with Julian, Trennon, and Lauran so they can then posted to our website. Lauran will be reaching out to the communication committee regarding the event PowerPoint that will run on the large monitors during the Halloween Break in the Day.

c. AdHoc Bylaws Review Committee – Nathan Galvan – Trennon covered a majority of the information about the new Bylaws document for review. Nathan reported that the new Bylaws document was created to clarify and clean up duplicate information across the old “Bylaws” and “Constitution” documents. The new Bylaws document is around 12 pages without track-changes (longer with track changes). He reiterated that there is a 2-week period (the review period) for any major adjustments to the document. Trennon asks how long we have for any adjustments after the review period, Nathan clarified that that adjustment period is also 2 weeks.

d. Benefits & Employee Development – Julian Martinez – Trennon reported as Julian had just been elected - Dorothy Yeater Scholarship is completed. It was awarded later in the year than normal so the campus bookstore granted us an extension through September. DeAnna asked for clarification on how often this scholarship was awarded. Trennon clarified that it is always at the beginning of the semester. DeAnna stated that she has moved money into a sub “Scholarship” account for this purpose.

e. University Relations – Esmeralda Vasquez

- Halloween Break in the Day – Esmeralda reported that the only remaining decisions for the event are for the menu and the costume contest judges. Esmeralda has a sign-up sheet for volunteers ready – she will post it soon so that all Staff Council members can volunteer. Sanddollar or valid TAMU-CC

email will be required for guests to enter the event so we can keep an accurate headcount.

- Islander Lights – Committee met with Esmeralda today. Committee mentioned elf and reindeer hats. Staff Council will see if they have the hats from last year, if not SC can order some matching holiday hats for us.

VIII. University Committees Reports

- Calendar Committee - Lauran Guerra – nothing to report (committee has not met).
- Campus Wellness Committee - Mary Canales – The committee will be meeting in the next couple of weeks to discuss some changes.
- Committee on Committees - Trennon Cavanagh - Discovery being conducted on best practices for minutes and agendas across different universities.
- Environmental Committee - Nathan Galvan – Met on Sept. 14th, The C.C. Water Department has offered to help TAMU-CC identify areas for potential water cross contamination on campus to prevent issues on campus/beyond. The Islander Green Team can be contacted with ideas you may have for their “Environmental Initiative Project” at Islander.Green@tamucc.edu. Hazardous Waste Identification and Removal from campus – contractors were handling the ID and removal. In FY 23, around \$57K was spent on this initiative. The FY 24 estimate is around \$19K.
- Expressive Activity Committee - Ben Soto – not present.
- Faculty Senate - Trennon Cavanagh – The LMS (Learning Management System) Blackboard to Canvas – Canvas going into full effect Fall 23.
- Historically Underutilized Business Comm. - Ricardo Reyes – nothing to report.
- Institutional Effectiveness - Alexandra Janney – not present.
- International Education Committee - Hayford Osei – nothing to report.
- Strategic Planning Council - Alexandra Janney – not present.
- Student Endowment Scholarship Comm. - Regina Gonzalez – nothing to report.
- Student Success Council - Jessica Aleman – Ann Degaish spoke about “Pride365”, prioritizing student wellness. Currently involved in a Student Success Plan redesign process. Conducting an internal/external environmental scan focusing on the listening tours for various departments around campus. Discussion about Senate Bill 459 which grants priority course registration to students who are parents – discussion about how to identify those students accurately. Student Government Association is having organizations present 15 minute resources at their meetings. Contact Chloe Leal for more information (SGA.President@tamucc.edu)
- Transportation Advisory Committee - Johnathan Cooper – Only meets once a semester – has not met yet.
- University Safety Committee - Johnathan Cooper - nothing to report.

IX. Liaison Reports (if any)

- Advisor Update – Jaclyn Mahlmann – Thanked all volunteers for Waves of Welcome. Family Weekend starts October 7th – there will be more opportunities for volunteering then. Marcomm is doing a social media audit to identify who is the contact person for social medias on campus to provide better guidance. Marcomm is working on developing campaign templates for department events on campus. Reminder that October is Cyber Security Awareness month – be on the look out for

events. September is Hispanic Heritage Month, but events are going to mid-October as well.

- HR Update – Dr. Jacquelyn Flowers – “Immigration services” has been moved to the TAMU Shared Services Center.
- IT Update – Ben Soto – not present.

X. Old Business - none

XI. New Business

- There has been an uptick in COVID-19 cases. As such, the University Health Center has more COVID-19 tests available for pick up, free of charge. Call ahead to reserve your test.

XII. Adjourn – 2:46 PM Christopher Palfreyman motioned to adjourn, and Maria Pedigo seconded.