

**MINUTES**

February 12, 2019

10:00 a.m.—12:00 p.m.

UAC 474

**Members in attendance:** Cynthia Arredondo, Angie Behnke, Carolina Benavides, Steve Blank, Harold Bogue, Cynthia Castillo, Natalie Davis, Lou de Virgilio, Robert Eby, Noel Fuller, Amanda Garcia, Matt Greengold, Amy Jiang, Stephanie Korcheck, Krista Salas, Whitten Smart, Staci M. Wade, Walt Yantis, Andrea Hilkovitz

**Member not in attendance:** Stephanie Daniels (excused), Alma Machado (excused), Gloria Olivio-Mendoza (resigned), Lisa Ramos (excused), Brenda Rodriguez (resigned), Illona Weber (excused), Tabitha Williams (excused)

**Meeting Call to Order at 10:07 am by Stephanie A. Korcheck, Chair**

* *SK- appreciates everyone’s patience while she has been ill and recuperating*
* *New Secretary- Angie Behnke- unanimously elected on 1/17/19*

**Item 1: December Meeting Minutes (handout)**

* *Not approved since November may approve via email*

**Item 2: Treasurer’s Report—Natalie Davis, Treasurer (handout)**

**Item 3: Proposed Bylaw Amendments regarding officer responsibilities**

**Stephanie Korcheck, chair, Council Effectiveness Committee**

* *Will be listing the major responsibilities of each office. All details of how officer does work will be in the operating procedures. Work outline will come from last year’s officers. Effectiveness committee has looked and made suggestions. Change to be made: will add duty to vice chair, when secretary is absent the vice chair will take over the duties of the secretary. The goal will be to bring the document back next month for approval. Stephanie will send out documents to staff council for everyone’s review and then individuals can send any suggestions, questions, and concerns back to Stephanie. Due date 2/22/19.*

**Item 4: *Hire, Inspire, Retain* Study, Stephanie Korcheck, Chair**

* *Stephanie hoped to bring an update but was not able to bring one this month. Council has been talking about this for over a year. Idea is during strategic planning project they created this document about staff. It addresses high employee turnover, due to this the council thought to propose the creation of a task force to address these problems. Member suggested Staff Council address this issue ourselves. There are advantages and disadvantages to SC looking at it. If SC took it on it would be beneficial to recommend the task force to the University. SC would be taking the first step and then have something to bring to the president.*
  + Stephanie Korcheck moved to approve a task force to president
  + Natalie Davis second the motion
    - All in favor- unanimous

*This topic will be an action item next month and language will be discussed in March*

*Stephanie Korcheck will send out early for the groups review*

**Item 5: Job Title Consolidation Task Force (handout), Natalie Davis, Task Force Representative**

* *Currently 700 staff titles, wanting to consolidate to 250/300 job titles. There have been a few versions since the last document was sent out to group. Discussed how the new titles will correspond with the functional titles. Impacts and challenges to recruiting qualified applicants with new titles. HR title no longer really matters b/c the functional title will be the useful title. No intended financial impact regardless of your new title. Make sure that there is a minimal impact, from the SC stand point we will need to help address this issue. HR had done a lot of the work prior to work group and they backed up and now that proposal is out there it would be better if they could go back and fine tune titles. Ex: Admirative assistants will be a catch all. The latest version of the title document has been loaded on the Teams sight. Having a communication plan with HR has been helpful from an outside standpoint. The work group will continue to look at this issue monthly. We can suggest changes, a new version that has just been released will be posted to Teams. HR is encouraging to think in functional title terms. Timeline for putting in to place- to president’s council by the end of Spring semester. Wanting to get it done before performance management in June.*
  + *A couple of concerns are the notion of what gets posted on the job description and what the realistic job duties are. Encourage each SC member to think about how this job title consolidation will affect your departments.*

**Item 6: Student Housing External Review (handout), Natalie Davis, Task Force**  **Representative**

* *Invited to come and make comment at SHER. Every 5 years they evaluate program and what they are doing and how they can do better. Talked about what works, what can be improved and wish list. Really great discussion*
  + *Works- hiring right people, appreciate staff, quality of programming, check in processes, collaborative events for students, freshman/1st year*
  + *Improved- how can we extend to other students, build mentorships, accommodate international students, graduate students, new projects, problems with computer systems, include more parking when new dorms are built, accommodate students with disabilities better*
  + *Amazing- Virtual tours, multicultural lounging, designated parking for lift/uber, scooter parking and charging stations, offer US 1100 or courses like that in resident halls to help students come to class more often. Provide responsible access to non-residents*
  + *. The University is really discussing and thinking about diversity.*
  + *Integrated space- students and staff feel that even when we allow space to celebrate diversity they are away or off campus. These areas need to be in key areas on campus and celebrate the areas.*

**Item 7: Staff Council Benefactor Dr. Lawrence Estaville, Stephanie Korcheck, Chair**

* *Passed away 12/20/19 of bone cancer. Stephanie Korcheck will be sending out email to celebrate his life and contributions to staff at the University. Stephanie Korcheck will work with Noel Fuller and Adam Clark (past chair). Thinking to name scholarship in his honor. Scholarship &Awards committee is looking at creating a new award.*
  + *Awards only have one specific to custodians and the others do not target a specific group of employees. Does that allow for each employee to be eligible. Can we look at the awards for next year and reconfigure the awards and maybe create specific categories. Make sure that the awards are open to the right employees. SC is looking into if award amounts can be bumped to $500 to everyone.*

**Item 8. Applications for Staff Council Scholarships (handout) – Noel Fuller, Stephanie Korcheck, Scholarship and Awards Committee**

* *Application will be opening later today. Announcement will be going out 2/12 to 3/8. Gives the awards committee a month to award. Full time TX staff members, 12 consecutive months by 3/8, 3 semester credit hours, 3.0 gpa or greater, one letter of recommendation, include completed essay and unofficial transcription. Changes on website gives more specific criteria. Once application is closed the committee will chose and send to SK and announced at April meeting. One undergrad and one grad scholarships. Scholarships are $1,000 each, undergrad and graduate.*

**Item 9: Crowdfunding Fundraiser, Elizabeth Ramos, Fundraising Committee**

* *CC- submitted and completed application. To initiate crowdfunding, University advancement has to approve an application. Duration of the campaign will be March to April with a goal of $2,000. Once the approval goes through, the fundraising committee will collaborate with marketing to get word out. A webpage needs to be set up and links created. Will rely on committee chairs and co-chairs to make this work.*

**Item 10: Appointment of Staff Council Representative to TSUS**

**Staff Excellence Committee, Stephanie Korcheck, Chair**

* *Cynthia Castillo will serve on this committee.*

**Item 11: Announcements**

* **Brenda Rodriguez, Employee of the Month**
  + *CONGRATS!*
* **Witten Smart, Promotion**
  + *CONGRATS!*
* **Staff Council Participation in Bobcat Build**
  + *referred to Special Events*
* *Gloria Olivio-Mendoza and Brenda Rodriguez have stepped down from SC. Will need someone to fill the co-chair position.*

**Item 12: Review Pending Items—Noel Fuller, Staff Council Parliamentarian**

* *No updates this month*
* *Parking lot items need to be addressed in council committees and update should be sent in as March agenda items.*

**Adjournment**

* *Walt Yantis moved to adjourn*
* *Robert Eby second motion*
* *Motion approved by voice vote*
* *Meeting adjourned*

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Angie Behnke, Secretary Staff Council Date of Approval