

# Staff Council Standing Committee Minutes

**Committee Name:** Executive

**Meeting Date and Place:** 7/30/14, Faculty Staff Club

**Members Present:** Joaquin Baca, Crystal Davis, Renee Delgado-Riley, Danielle Gilliam, Gene Henley, Jarrett Hines-Kay and Gina Urias-Sandoval

**Members Excused:** Mary Clark, Cindy Mason

**Minutes submitted by:** Kathy Meadows



	Subject	Notes	Follow-Up
1	Approve Agenda	Approved with changes.	
2	Approve Minutes	Approval of Minutes from 7/23/14, postponed.	
3	President's Report	<p>Delgado-Riley stated that she created an Excel Spreadsheet to help document and track staff complaints. Delgado-Riley will create a "drop box" for Executive Committee documents.</p> <p>The Strategic Planning Ad Hoc Committee had its first meeting and items discussed included the creation of a vision/mission statement for the Council, defining what the Council can and cannot do, marketing the Council and developing a network of support for staff. The Committee is in the process of organizing 10-1 hour long staff focus groups on the main and north campus (one will also be held at Continuing Education) during the noon hour. Each focus group will have a maximum of 10 people and participants can sign up through Learning Central (search for Leads Together).</p> <p>Delgado-Riley stated that some staff has seen a negative impact in their paychecks due to the pay increase. HR will advise people on a case by case basis and if questions arise, Councilors should refer staff to their appropriate HR Consultant.</p> <p>The "Help for Staff" document has been reviewed by HR and is ready to be released to campus. The Committee discussed marketing strategies and decided to refer this item to the Communications &amp; Marketing Committee.</p> <p>The Staff Council website redesign is a priority for the Council, however, Delgado-Riley wants to ensure that funding is in place.</p> <p>Delgado-Riley stated that it has come to her attention that some departments around campus have Staff Council "lookalikes" that represent staff. One such case is the University Library. They recently sent out a campus climate survey to their staff and Councilor Joe Lane requested a meeting with the Executive Committee to discuss the results.</p> <p>Delgado-Riley reviewed the list of guest speakers for the August Staff Council meeting.</p>	<p>Meadows will refer this item to Mark Reynolds, Chair of Communications &amp; Marketing. Their task is to come up with alternative ways to format the document for distribution. Deadline to submit ideas to Executive Committee is Monday, 8/25/14.</p>
4	President Elect's Report	Hines-Kay opened a discussion about silos on campus and in particular, disenfranchised staff like the Research Scientists.	
5	Speaker's Report	On behalf of Clark, Delgado-Riley stated that three staff submitted their names as candidates to fill the vacant Precinct 6 seat. The Committee unanimously voted to install Josh Clifford.	Meadows will notify Clark, Clifford and the other two candidates of the decision.

6	<b>Treasurer's Report</b>	No report.	
7	<b>Administrative Report</b>	<p>Meadows reported that there are two student-centered upcoming campus events and asked if the Councilors would like to participate in them as a group. The first is Operation Lobo Move-In on 8/12-14/14 and the second is Freshman Convocation on 8/17/14. Both events will be reviewed by the Student Success Committee but Urias-Sandoval stated that a call for volunteers should go out to the entire Council.</p> <p>Meadows suggested that, as part of the Council's strategic planning process, the Rules &amp; Elections Committee be tasked with updating and revising the Election Code and the Bylaws. This was approved by the Committee. The Executive Committee requests that a draft of the Election Code will be sent to them by 11/1/14 and a draft of the Bylaws be sent by 2/1/15.</p>	<p>Delgado-Riley and Hines-Kay will draft a letter to Councilor seeking volunteers for the two events.</p> <p>Meadows will send these to items to Karen Mann as committee agenda items.</p>