**Staff Council Meeting 2/26/2015**  
**ADOPTED MINUTES**

Present: Bobby Jo Guerra (Interim Chair, Del Rio), Kara O’Shaughnessy (Interim Vice Chair, Alpine), Leslie Hopper, (Secretary, Alpine), Elizabeth Pena (Eagle Pass); Laura Nelson (Uvalde); Estella Vega (Alpine); Marilyn McGhee, (Alpine), Martha Serrano (Alpine), Elizabeth Pena (Eagle Pass); Laura Nelson (Uvalde); Estella Vega (Alpine); Marilyn McGhee, (Alpine), Martha Serrano (Alpine),

Absent: Concepcion Esparza (RGC, Eagle Pass); Danny Roman (Alpine); Jenna Cary (SRSU Alpine/Midland College), Tanya Romero, (Chair, on hiatus, Alpine)

Guests: Kim Lewis, Yvonne Realivasquez

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<th>Item</th>
<th>Discussion</th>
<th>Resolution</th>
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<td><strong>Quorum</strong></td>
<td>A quorum was determined with 8 members present and the meeting was called to order</td>
<td>Meeting called to order 2:10</td>
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| **Review and approve minutes** | 1. The minutes of the 12/10/2014 meeting were reviewed | Motion: To adopt 12/10/2014 minutes with changes:  
1) Bobbi Jo Guerra to serve as Interim Chair  
2) Kara O’Shaughnessy to serve as Interim Vice Chair  
3) Laura Nelson was not present  
4) Bobbi Jo Guerra was. |
| **Financial Update** | 1. O’Shaughnessy distributed a screen shot of the Staff Council account reflecting a Banner balance of $2,103.93 | |
| **Executive /report** | O’Shaughnessy and Nelson agreed to set a time to report to Kibler on staff council activities (welcome initiative, wellness initiative, staff council employee engagement survey); Committee nominations/Appointments: O’Shaughnessy will send committee descriptions for Financial Aid Appeals committee and Food committee including clarification of whether financial aid appeals is RGC+ Alpine campuses or if separate committees exist.  
O’Shaughnessy reported a recap of her October meeting with Kibler to discuss the staff council survey: if Staff Council wants to do one; Wellness initiatives: Kibler recommended getting with HR regarding the wellness initiative to get it moving forward; Kara recommended the Council establish a subcommittee to address the Wellness Initiative; Yvonne’s recommendation was that SC request to appear on Executive Council agenda periodically (ex. 1x per month) for a briefing; She also recommended cc-ing her on substantive communication; | |
Hopper reiterated the previously stated concerns that a staff council survey lacking Executive support may pose questions and demand responses beyond SC purview to address. Vega commented Blackboard has a survey tool that could be used and is capable of serving all within the Blackboard (SRSU.EDU) domain. A hard copy survey would reach non-computer users and / or an assisted laptop station would potentially reach all employees; It was decided the Survey Monkeys AKA “Survey Task Force” would reconvene (O'Shaughnessy, Hopper, Pena) would task force will meet, Bobby Jo Guerra stated she would like to participate in the drafting of a proposed SC initiated survey which would be reviewed by EC prior to distribution to staff to facilitate/expedite response to ideas, questions or issues raised through the course of the survey.

**Committee Reports**

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<th>Staff appreciation: Committee has not met yet this calendar year, most of the bags are ready to go. extra ingredients and bags being transferred to Kara’s/Athletics’ storage; Hopper commented that Mark Chazar and Karlin Devoll had indicated willingness to serve on SA committee and that in the Bylaws update the language may need to be changed to permit/encourage participation by non-council members on certain committees which may also contribute to the Staff Council succession plan (cultivate new representatives). Hopper reiterated staff appreciation suggestion portal</th>
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<td>Motion: Add a staff appreciation suggestion form to the SC Web Page so that all Alpine and RGC campus employees can suggest staff appreciation ideas that will be considered at the next feasible council meeting edits will be made by Hopper (Hopper) O'Shaughnessy: 2nd Discussion: Who would make Web Updates? Answer: Hopper, with assistance from OIT if needed Unanimous</td>
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**New Business**

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<th>Officer Roles: Hopper relayed that she would be very happy to adopt out (or mentor) a new Secretary, that the committee’s files (hard copy &amp; electronic) are in mostly complete condition; Thanked Kara for use of the laptop to expedite note taking. Organizational Redundancy: Serrano relayed a concern about constrained redundancy within the organization which could possibly be address or remediated through cross training in “mission critical” support areas (such as purchasing or budget.) Customer Service Orientation: Bobbi Jo relayed a positive recent from a customer service “motivational” trainer sponsored by Liz Pena’s unit; Bobbi Jo commented about the importance of being reminded about customer service and motivation: Estella commented, about learning customer service and basic MS skills; Operationally stronger models (vis a vis an operations model), building relationship; How new staff are welcomed, who</th>
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<td>Motion: That Staff Council meet as Alpine Campus and RGC units separately except for Quarterly Meetings, and that Alpine and RGC units meet monthly in the intervening months. Estella: Martha second All unanimous SC will meet meets quarterly,</td>
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they meet and how they are oriented to their position.

**RGC/Alpine meetings:** O’Shaughnessy put forward the concept of separate Staff Council meetings; Hopper suggested that council consider a meeting staff council schedule where all sites meet quarterly

**University Org. Chart**

Hopper inquired about the location of the University Org Chart as a reference for new employees needing to know who reports to whom and in light of recent changes in office. Yvonne was present and able to inform council that the Org Chart is located in the Administrative Policy Manual 1.06 or 1.05; and that it is updated very frequently

**Campus Wellness Initiative**

Hopper reintroduced the Campus Wellness Initiative. Bobbi Jo Guerra relayed her experience working for DPS and the wellness initiative implemented by that agency where successful completers received incentivized time off for the identified goal achieved; She described the initiative as very well received by employees and that it helped provide a structure to get people over the initial bump. She also described the spillover motivational benefits from regular exercise on the workplace. Hopper and Guerra will meet with Judy Perry & Gail Collier regarding a wellness initiative for SRSU.

**Public Comments/Concerns**

No public comments or concerns were raised

**Bylaws Discussion**

Bylaws: Kara put forward the suggestion that the Bylaws be addressed by a committee. Laura Nelson reiterated the rationale of Bylaws subcommittees. SC council discussed how this might accelerate the updating of the Bylaws.

Motion: to create RGC and Alpine Bylaws subcommittees Laura Nelson, Bobbi Jo, Liz Pena for RGC; Kara/Martha Serrano serving on Alpine Bylaws subcommittee; O’shaughnessy created the motion,

**Next Meeting**

May 7th 2015 2:30 pm was circled for the next full meeting

Liz Pena & Laura Nelson to meet with Dr. Kibler regard RGRC Staff Council

Motion to adjourn: Hopper 2nd

Laura Nelson

Meeting adjourned 4:18

In after action discussion Alpine campus will meet Thursday March 26th at 2:30

Respectfully submitted,
Leslie Hopper
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