

## Staff Council Minutes for October 15, 2019 Meeting

Present: Lois Green, Lisa Raynor-Keck, Vanessa Rojas, Percy Sandel, Rhonda Scherer, Andrea Sears, Bobbi Shaw, Caroline Smith

Greatly missed: Brian Drake, Jeancarlo Guzman, Jacob Lipp, Shyra McMurray, Lorena Sanchez, JR Sears, Debra Shouldice

Handouts: Staff Council Minutes for September 17, 2019 Meeting  
Staff Council Agenda for October 15, 2019 Meeting  
Boo Bash flyer (*see attached*)  
AllyGator flyer (*see attached*)

Rhonda opens with a welcome to all and recognition of Staff Council Executive Committee members present.

It's Homecoming week! Activities will be taking place all over campus all week. The calendar is posted on the Sports & Fitness website and social media. Get involved!

Topics presented:

- **Merit raise update**
  - We are on track to have a plan pinned down by December; the timeline is being discussed/confirmed now as Yvonne meets with the cabinet
  - Emphasize on 'merit' raise, not across the board raise.
  - Raises will be based on 2018-19 evaluations.
  - A percentage of employees will not be eligible:
    - Employee was not here to be evaluated during 2018-19 annual evaluation, or
    - Employee did not meet merit status.
  - Details will be sent via email before the raises are implemented.
  - In sum, we are on path to receive merit raises, it's been 3 years, however; we don't know exactly what they will look at yet.
  - This is a priority of ESO; we are fortunate to Yvonne and her team working on the task.
- Also, a survey is being conducted to review pay of positions in comparison to standard norms, especially those of our sister campuses.
  - Efforts will be made to validate, or make equal, disparate pay.
  - Results for study may not come out until next summer.

*No follow up questions asked.*

- **Homecoming**
  - Last night was Staff v. Student volleyball game; students dominated.
  - Various other activities scheduled this week; see calendar on Sports & Fitness website.
  - The theme this year is Gators Throwback; Donnie modeled shirt.
  - Saturday is Tailgating; the entire lot under I10 is reserved.
  - Bobbi reminded that the Cake Walk is on Saturday; everyone please donate a cake.
  - Gladis is leading of decorating contest
    - Chosen judges have 10 teams to review; winners will be announced at pep rally

- \$100/\$75/\$50 gift cards given to 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place winners in addition to the perpetual trophy (currently in Career Services) and a banner for bragging rights.
- This is the 2<sup>nd</sup> year Staff Council was able to provide \$50 starter kits to participating teams.
- Rhonda reminds that the pep rally tomorrow from 12-2 on the North Deck
  - Burgers, chips, H2O are free to all showing pride by wearing UHD tee.
  - The charge is \$5 for those without a tee and proceeds go toward homecoming fees.

*Question: Are those who are judging decorating contest also participating?*

*Gladis provided response: No; we are being fair.*

- Rhonda reminds all that the Cake Walk proceeds go toward Edge Awards, a \$200 grant awarded to staff for an educational opportunity. It can help cover or offset costs.
  - No applications for Edge Award have been received for the month of November.
  - Last year we made \$200 at the Cake Walk.
- We are also asking for pieces of cake, etc. for single sale.
- Name of donors go into raffle for wreaths made by Debra Shouldice; showed by Bobbi

*Question: Will sports field's activities still be going on this evening?*

*Rhonda provided response: The fields will be checked soon and an announcement will be made.*

- President's BBQ is being held today and is free to all who registered.
  - If no more tickets available, take part next time.

*Question: How do you get that cool shirt?*

*Rhonda provided response: By going to any of the events on the calendar and being actively involved.*

- **National Night Out recap**

- Guest Fred Varela pointed out that many do not seem to realize how much Staff Council really does and gave a huge thanks to them and all their assistance (*applause*).
- The event was a great success and a lot of fun with over 500 participants
- Percy took pictures; visit Staff Council website to see pictures and how great it is to be involved.
- In January, we will start planning our 3<sup>rd</sup> NNO.

- **Veteran's Day Presentation**

- Veteran's Day is November 11<sup>th</sup>.
- Staff Council is creating a perpetual slideshow to honor veterans.
- This will be placed on Veteran Services website.
- If you are or know a veteran, be sure to complete the form.
- Thanks to those who served our country and now serve our campus.

- **Information Technology Report**

- Guest Andrew Hannan, IT
- Bobbi introduces – Andrew is here to talk about how to incorporate IT with Staff Council.
- Andrew discusses how LinkedIn learning, training schedule, upcoming events, etc. can be added to the Staff Council website, making it more readily available to staff, especially new hires.

- Bobbi stressed the importance of Andrew’s training sessions and their many personal/professional benefits.
- Donnie added that Andrew also does department trainings; email him with questions about scheduling.
- **ESO Report with Chetiqua Matthews Herron**
  - Guest Chetiqua Matthews, ESO
  - Update from Comp & Benefits – The annual Boo Bash will be held on Oct 31<sup>st</sup> (*see flyer*).
  - Employees have until October 30<sup>th</sup> to open/increase 401(k) contributions in order to be eligible for gift card drawing.
  - Mandatory training season is upon us – be sure to complete tasks once emails are received.
  - Talent development has an upcoming training – Being the Ideal Team Member, 2 part series.
  - Brooke & Donnie also do department training, contact Talent Development if interested.
- **Committee Reports**
  - Rhonda opened dialogue about how David Bradley suggested Staff Council tackle improvement of customer service.
  - Students are not our only customers, we are customers to each other.
  - Percy proposed the idea of focus groups to obtain input and gain insight.
  - If department scores low, perhaps talent development may provide assistance.
  - The general idea is to urge ESO’s awareness of departments in need of improvement.
  - We need to work on ourselves; we can always be better.
  - All will be called upon to sit on focus group and provide feedback; details forthcoming.
  - Percy created staff help link
    - Percy explained that this is simply a general link for anonymous submissions; nothing disclosed unless required by law.
    - The link will eventually be on Staff Council website as another resource.
    - For example, if a staff member is unhappy with the selection in the cafeteria or the parking situation; they will have a safe place to provide feedback.
    - The end goal is to use this feedback to provide links to resources.
- **Staff Town Hall Meeting, Dec 18<sup>th</sup>, 10-11:30am,**
  - Upper administration will be there so that staff can voice their concerns.
  - Concerns submitted through the Staff Help link will drive the agenda for this meeting.

*Thank you, Lisa, for sending reports through ESO about way to get involved with Staff Council.*

- **Events**
  - Lunch & learns
    - *Lisa – We have not moved forward yet. Who should I speak to about this?*
    - *Rhonda – reach out to Liza or Gladis, sponsors, see if we can get co-sponsor(s).*
  - Holiday decorating – Donnie and Andrea are leading.

- Chili Cook-off – Gladis, Debra, Lorena, Vanessa, Andrea are leading.
  - It is scheduled for April 17<sup>th</sup>.
  - Andrea brought books with samples of awards.
  - Start thinking about themes and how you would like to participate now.
  - Gladis has spearheading the past few years and is assisting this year's committee in effort to take it to the next level.
  - Proceeds go to Edge Award.
  
- Staff Awards – Caroline, Debra, Vanessa, Donnie, Lorena, Erica, and Bobbi are leading.
  - Scheduled for June 11<sup>th</sup>.
  - Woodstock Theme

**Rhonda reminded that *everyone* is a member of Staff Council and does not have to be on board to be important. Your feedback is valued! Get involved. It's fun!**

- Bobbi talked about how every year Staff Council partners with UHDPD for an Annual Giving Campaign.
  - The goal is to buy Thanksgiving dinner for 5 families, \$1100
  - Last year we also took care of staff member who suffered a major loss after a fire; went on UHD radio, etc. It was a touching story. We ended up with \$500 in donations.
  - Details to come, keeping in mind that holidays are harder on some than others.
  - Left over money goes toward toys for Kettleon elementary.
  - There is a possibility of adopting a family this year.
  - Share any possible ideas with Bobbi.

No further questions from audience.

Meeting called to a close by Rhonda.

Minutes recorded by Caroline Smith.