

**Staff Council Meeting Minutes**  
**Thursday, February 15th, 2018**  
**Technology Commons**

Present: Bettina Baca, Cissy Glowth, Jamie LaMoreaux, Jeffery Golub, John Guildford, Justin Strobel, Kay West, Kristell Padel, Marguerite Lachaud, Maribel Amaro-Garcia, Mary Kaye Pascua, Patricia Hall, Patricia Trovillion and Tara Priest

**Absent:** Barbara Wilson, Rhodney Browdy, Betty Calton, Elizabeth Lozada-Rivera, Emilia Paris, Juanita Simms Williams, Julie Voyles and Maria Molina

**Note:** *Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.*

Meeting called to order at 0930hrs by President John Guildford.

**1. Welcome/Updates**

- John welcomed the group.

**2. Approval of Minutes**

- Motion made to accept January minutes as is. Motion carried.

**3. Roll Call Attendance:**

- Sign in sheet in lieu of roll call.

**4. Treasury Report:**

- Moved \$4956.65 from checking to savings account as discussed at last meeting. Required to maintain a checking account per our charter.
- Still working to resolve the issue with the Federal ID Number.

**5. Human Resource Updates –**

- Reminder from Payroll that employees that elected to be exempt in 2017 and want to remain so for 2018 will need to renew by 2/28/2018.
- HR will be working the Colleges/Employees affected by the merger/split of colleges.
- Reminder the Sick Leave Pool will have open enrollment in March.
- Reminder from Benefits that employee will need to be updating their dependents eligibility. Phase 3 begins 3/6/2018.

**6. Committee Updates**

❖ Marketing

- No report.

❖ Special Events/Fundraising Committee

- Have commitment of \$1000 to help pay for items
- Cissy gathered the information needed to present a request of funds. This was done electronically. An e-vote was sent to council on 3/8/2018 with all participating voting yes to the below budget request:
  - 250 Printed Bags total cost \$280.94 (HR will pay full cost)

- Einstein Bagels for Concessions total cost \$644.77 (HR will pay \$300.00)
  - Save the Date Cards total cost \$217.50 (HR will pay full cost)
  - Audio/Production Equipment total cost \$450.00 (HR will pay full cost)
- Still seeking volunteers for event.
- ❖ Scholarship/Charter Committee
  - Spring 2018 application has posted to website.
  - Suggestion has been made to consider suspending the Dependent Scholarship beginning in the fall 2018 term until we have more funds coming in.
  - The committee reviewed 4 scholarships; 3 for the Employee Award and 1 for the dependent award. Discussion and vote were handled electronically with Alma Montelongo receiving the Employee Award and Aisha Rivera receiving the Dependent Award.
- ❖ Goodwill
  - 215 care bags given out since beginning this initiative.
  - Completely out of supplies. Seeking oral hygiene, feminine products, baby wipes and sunscreen.
- ❖ Research Committee
  - No report.

## 7. ***New Business***

- Was meeting held with Maureen to discuss the future of council? Need update.
- Need volunteers for Spring Commencement to be held 5/3, 5/4 and 5/5. Please let John know if available.
- Kristell will send out Scholarship donation request form to council members to distribute during *Believe Campaign*.
- Have received confirmation that President Hitt and Mr. Merck will speak at assembly. Keynote speaker Danny White (as of 3/14/2018 A.D. White was unable to present due to his being out of town.
- Staff Council was offered opportunity to be present at the open forums being held for the Presidential search on 3/2, 3/6, 3/7 and 3/8. Several felt that this was for show and did not support this. A vote was taken with 8 in favor of attending, 4 opposed and 1 abstention.
- We will be placing donation boxes at the Staff Assembly for guests to donate to the USPS Scholarship fund.
- Staff Council will present President Hitt with a staff cookbook at assembly to thank him for his service.

## 8. ***Adjournment***

- Meeting adjourned at 11:23 a.m. Motion/second/carried.