



Staff Council Meeting Minutes

Wednesday, June 25, on Microsoft Teams

1) Call to order and establishment of a quorum

1. Staff Council Chair, Betsy Helesic, called to order at 2:02 pm.
2. **Staff Council Officers present:** Betsy Helesic, Taylor Moore, Julie Rumbelow
3. **Staff Council Representatives present:** Amanda Barrera, Valeria Contreras, Dominick Percoco, EJ Smith, Yuritssa Treviño, Dafne Westerlink
 - a. 10 of 13 Officers and Representatives present; quorum established
4. **Additional Staff Members present:** Tanya Adams, Anita Banegas, Jana Boatright, Rachael Chavarria, Martha Chavez, Lindsay Coleman, Victoria Contreras, Oscar Covarrubias, Kendall Craig, Celeste De La Rosa, Janice Espinoza-Valenzuela, Miguel Fernandez, Melissa Fierro, Destiny Freels, Giselle Garcia, Velma Guerrero, Ronnie Harris, George Hernandez, Cynthia Hugill, Grace Knight, Angie McGuyer, Taj Muratori, , Aurora Perez, Luly Puckett, Victor Romero, Terrie Salas, Sarah Sheffield, Cynthia Slocumb, Paul Slocumb, Joseph Waggoner, Katy Williams

2) Approval of previous meeting's minutes

1. Dominick moved to approve, Amanda Barrera seconded, and minutes were approved unanimously.

3) Executive Reports

1. According to Betsy, Bonnie Albright said to expect an announcement from her next week regarding salary updates and budget approvals.
2. On July 8, Staff Council Officers will meet with President Hernandez; if any staff would like to ask anything or bring anything to attention for that meeting, use anonymous suggestion box or Staff Council email.
3. Taylor noted that Banner has now been loaded with \$1,000 for the Alpine campus and \$1,400 for International campuses.
4. Betsy discussed the proposal put forward by Staff Council Officers to Bonnie Albright regarding our budget and awards. As we're possibly joining into a single staff senate, this proposal advocates for Staff Council to have a more equitable budget. Based on the per staff allocation, a new staff senate budget would be \$10,000. Once we join councils, we'll have close to 260 staff members. We hope to have a response from BA on that next time we meet with her.
5. We have not spent our current budget of \$1,000, so we'll discuss ways we'd like to use that later in this meeting.

4) Committee Reports

1. Bylaws Committee: The proposed bylaws updates have been made available to staff during the last few months with Track Changes, and pending Staff Council approval to accept these proposed changes, we'll be moving forward as a unified Staff Senate, and there will be no separate Alpine and International staff councils.
 - a. Dominick submitted some suggestions for the bylaws. The group discussed that this is a living document that will continue to evolve.
 - b. Representatives from the International campuses have contributed to and approved the bylaws changes. Mike Fernandez and Grace Ibarra have been added to the bylaws

committee.

- c. Amanda Barrera motioned to approve the new bylaws, Dafne Westerlink seconded the motion, and the group agreed to approve the updated bylaws with the understanding that the proposed changes are tabled for the next meeting.
- d. All approved the bylaws update, none opposed.

5) Old Business

1. At this time there was no news to report regarding the requests to update the Remote Work, Telecommuting and Flexible Work Schedule policy, the potential for Staff Supervisor Evaluations, or the Lobo Alerts.

6) New Business

1. Katy Williams reported that she, Betse Esparza, and ___ have been tasked by Dr. Hernandez with creating a business process guidelines manual, a one-stop shop for all the info needed to do business within SRSU. She referenced an example from UTEP of a business process guidelines webpage and asked staff to submit suggestions for what should be included in the guide for Sul Ross. The goal is to have it done by the start of the fiscal year.
2. The group discussed filling seats on councils through the use of a survey to show interest (this is what Faculty Assembly does). Considering that there are staff who may wish to be considered to be representatives on other councils and committees across campus, we will provide a procedure for allowing staff to indicate interest, and then Staff Council reps would fill the slots with people who expressed interest.
3. Spending down the budget for FY25: Each Staff Council should try to spend their funds. \$1,400 for International, \$1,000 for Alpine. The recommended purchases from staff were great—professional development, scholarships, staff appreciation and wellness, staff onboarding, innovation fund, mini grants for departments. The ad-hoc committee for spending the funds will include Julie, Taylor, and Betsy already, plus anyone else who wishes to join.

7) Announcements

1. Betsy noted that we submitted a memo to Bonnie Albright to increase the amounts for staff awards and the number of staff awards.
2. Upcoming Staff Council meetings
 - a. Thursday, July 10, 4 pm
 - b. Wednesday, August 13, 2-3 pm. At this meeting we'll be voting on officers and representatives. Betsy, Taylor and Julie's terms will end as Chair, Vice Chair, and Secretary.

8) Adjournment

1. The meeting was adjourned at 3:01 pm.