

Support Staff Minutes

September 9, 2021

Microsoft Teams

I. Meeting called to order at 10:02 am

II. Roll call of officers:

President: Russell Johnson

Member: Armando Del Toro

Vice President: Kayla Wilson

Member: Debbie Strong (absent excused)

Secretary/Treasurer: Yvonne Baird

Member: Janay Tweedy (absent excused)

Parliamentarian: Denise Alexander

Member: Stacy Windsor

Member: Zulma Morantes

Member: Lindsey Derrick

Ex-Officio: Laura Smart

Member: Noah Urban

III. Declare a quorum: Quorum declared by Russell Johnson

IV. Approve agenda: Motion to approve Denise Alexander, 2nd by Kayla Wilson, all approved

V. Presentation of Minutes: Motion to approve, Denise Alexander, 2nd by Stacy Windsor, all approved

VI. Treasurer's report: Balance is \$750.00. Motion to approve, Noah Urban, 2nd by Denise Alexander, all approved

VII. Report of the officers and or committees:

a. University Council - Cris Watson attended. They approved governance review documents from the previous meeting for the University Computer Center, loss prevention. They submitted few policies for revision. The Code of Conduct removes the Board of Regents audit, finance committee out of the game dealing with conflict of interest. We only hit them when it is high dollars. Travel policy per diem rates has changed according to Senate bill 345. We went through with a new per diem rate; it's going to the board to be approved. Possession and distribution of alcohol, they added clarification language to specify exactly where alcohol can be served on university property via our liquor license, which is the CUB ballroom, and Zia room only.

b. Budget and Planning – Mr. Scott Smart said that we are down in headcount, which means the University is down in money. The budget otherwise looks good. They are still working on the compression issue with the \$15 raise for everyone on campus that was not already at that rate.

The biggest challenge we are facing is our auxiliaries. They took the biggest hits because when auxiliaries are closed, they don't receive funding. The Roosevelt Science Center is seeing some challenges due to increases in construction and labor costs. The project went from \$17 million to about \$22 million. The bond was \$17 million. The extra \$5 million is coming out of university reserves to hopefully get that completed. Even though we have added another \$5 million, we are still \$1.5 million short for completion. Mr. Smart and Dr. Caldwell are going to go to the State and ask them to kick in a little extra money. Dr. Long is in negotiations with Sodexo to try to help them as they are part of auxiliary. Due to being closed, they took a hit and went from thirty percent labor cost to seventy-one percent labor cost of gross profit. The next project being submitting is the renovation of the SAS building, which is not going to happen. The State has asked the University to demolish Harding. Rebuild a SAS building where Harding stands now and then drop SAS when that is all completed. After the University finishes renovating Roosevelt in 2022, if the bond passes, it will raise Harding and start from scratch to build a new SAS center. That means that the University can get all of the student services required for registration in one area instead of the students having to go to different locations to complete tasks. They haven't heard yet how it will be listed on the bond or if it will be listed on the bond. The State was happy that the University agreed to build a new building instead of renovating an old building. To renovate the SAS building as it stands will cost \$17 million, to build a new building with the demolition of Harding will cost \$15.5 million. That will be on next year's GO Bond.

c. Russell Johnson asked how many people are using Harding for storage? Cris Watson said there are nine people using it for storage. Russell asked if there were any plans of moving that storage and do we have any plans of where those people will go when Harding is demolished? What looks like is going to happen is that they will put some pressure on IT, who has the most stuff stored over there, to get the stuff recycled and gone. Mr. Smart will look into buying storage buildings to put next to the actual building that it needs to be next to.

VIII. Unfinished business:

a. Janay Tweedy sent over the information from the Fire Marshall about the signs for the competition. Signs can be installed as long as they don't exceed 5% of the area of the face of the fire door to which they are attached. The signs can be attached using an adhesive, like tape, but they can't be attached with screws or nails. And they can't be installed on fire protection-rated glazings in the fire doors, and they can't impair or otherwise interfere with the proper operation of the fire door.

b. Russell asked if there was still interest in doing the door decorating, and Stacy said she was fine either way. Stacy also said that Amanda was super excited about doing the decorating, but it was an issue with people being partially on and off-campus. Russell commented that he was still interested in the pumpkin decorating, and we should still do that. Kayla mentioned that it would be easier for people who are not on campus to still participate in. Stacy asked if we just wanted to do the pumpkin decorating to keep things simple, and Russell answered yes. Kayla agreed. Motion to approve, by Denise. 2nd by Noah, all approved.

IX. New business:

a. Wendy Gillman from the counseling center presented on Handshake. She is aware that there was a time frame where people were unaware that it was around or how to use the software. She is the only primary career person over in the counseling center. Ms. Gillman can do some one-on-one Teams meetings. So she can see the person's screen and walk them through the steps. She shared resources in the meeting. Ms. Gillman shared links for Handshake that are in the Portal under the Career Services tab. She will also be putting in some videos for reference. There are now live streams for the work-study positions. Students can find positions through the Portal and also on the Handshake website.

b. As employers, when we activate an account, we are our own company. We may think that we are joining ENMU, but we aren't. Ms. Gillman went through the links for starting a Handshake account and for adding a new employee to an existing account in a department. The owner of the account can do anything, and a recruiter can do almost anything. She encouraged everyone to share their thoughts and concerns with her to make the website and experience better for all of us who use the software. There was confusion for students on whether they were eligible for work-study or not. Handshake might be able to help in the future with sorting out the confusion and eligibility.

X. Adjournment: Meeting adjourned at 10:50 am. Motion to adjourn by Russell Johnson, 2nd by Kayla Wilson, all approved. All of the domains have to be listed as ENMU.