

TEXAS STATE

STAFF COUNCIL

AGENDA

January 14, 2020

10:00 a.m.—12:00 p.m.

UAC 474

Staff Council Meetings are available via Zoom: <https://txstate.zoom.us/j/569017978>

The mission of the Texas State University Staff Council shall be to promote and enhance the status of university staff, ensure the effective contribution of staff expertise toward university goals, and act as the liaison between the university president and staff.

The Council shall represent the collective body of the staff and shall report directly to the university president.

Note: Minutes for previous Staff Council meetings are available at staffcouncil.txstate.edu/meetings/minutes.

ACTION
(10:00)

Call to Order

Noel Fuller, Chair

No quorum for voting items – they will be tabled to February and/or online vote

ACTION
(10:01)

Roll Call

Noel Fuller, Chair

Members in attendance: Stephanie Daniels, Natalie Davis, Noel Fuller, Robert Garcia, Amanda Garza, Andrea Hilkovitz, Brandi Martinez, Mayra Mejia, Raidah Murshed, Bailey Verschoyle, Illona Weber

Members not in attendance: Steve Blank, Cynthia Castillo, Zachary Collins, Krista Flores, Annette Harmon, Michelle Hudnall, Amy Jiang, Anthony Padilla, Staci M. Wade, Tabitha Williams, Walt Yantis, Martin Zavala

ACTION
(10:05)

Item 1: Approval of Minutes

Brandi Martinez, Secretary

Table for online vote

ACTION
(10:03)

Item 2: Treasurer's Report (handout)

Natalie Davis, Treasurer

Moved expenses from awards out of the scholarship fund and back into fundraising fund. This will be shown in the January update. We have approx. \$16K between the three accounts. Noel has had a conversation with Lisa Lloyd about possibly bringing forth our standing budget items for a possible small increase to our general fund.

UPDATE

Item 3: Telecommute and Flexible Work Arrangements (handout)

(10:04) Noel Fuller, Chair
Make sure to review proposal. Current status is recommendations are with the senior reviewer.

DISCUSSION
(10:07) **Item 4: UPPS 04.04.35 – Professional Development and Educational Activities (handout)**
Noel Fuller, Chair
This item has been on the Staff Council’s radar because of the three hour class release time. We’ve had a number of people reach out to us because of this. Initially, it was up for review in August 2020 but because it includes language on tuition and fee waivers that went into effect this spring, Human Resources wanted to push up the review earlier. We received policy on Dec. 20 for feedback. See handout for our response. Next step is that it goes to another level for review and then to President’ s Cabinet.

DISCUSSION
(10:14) **Item 5: Scholarships/Awards**
Noel Fuller, Chair
Initial thoughts to add additional awards tabled because we did not do any fundraising last fiscal year. Website will be updated in February.

UPDATE
(10:18) **Item 6: Matthews Street Construction/ADA Accessibility (handout)**
Noel Fuller, Chair
See handout for communication between Staff Council and Facilities. We will follow up on these items via email. Also, the ramps and mirrors (coming down from Student Center towards the Health Center) need to be cleaned as both are full of debris. There are also a lot of people walking/skateboarding/biking on the ramps instead of those who really need it. Will also bring up at the next ADA Steering Committee meeting when it’s held (date unknown at this time).

DISCUSSION
(10:26) **Item 7: Title IX Policy Updates (see handout)**
Noel Fuller, Chair
Concern surrounding the investigative statement because of the fear being if someone reports you out of retaliation, what will happen. The individual hired for the Clery Compliance will be consolidating the Title IX reports and conduct general training. The plan is to give those in CSA role a yearly training. Would it be possible to have a combined reporting location or will you have to report both the Title IX area and Clery office? Recommendation: Bring in people from Title IX to get more information at a future meeting

DISCUSSION
(10:32) **Item 8: Bobcat Build**
Noel Fuller, Chair
This is one of the events that Staff Council participates in. Date is April 4. We will put out a Signup at February Meeting. Would like to have someone to step up and oversee the process; attend the initial meetings, sign up team, communicate locations/times. If you are not on Staff Council but would still like to assist, reach out to Staff Council member and we will get you added to our group.

DISCUSSION **Item 9: Fundraising/Parking Permit Raffle**

(10:35) Noel Fuller, Chair
We are bringing back the parking permit raffle. In February, the raffle tickets will be printed and we will kick off at March Staff Council meeting. End date will be the May Staff Council meeting. We have a general fundraising line in the standing budget \$250 is what has been approved. \$2,000 goal is target. Still need to work out logistics; ordering a digital permit, staff council win, etc. Fundraising Committee will investigate a reward for a top seller and review the percentage of tickets purchased by Staff Council. The Fundraising committee will bring back recommendations to February meeting.

UPDATE
(10:49) **Item 10: Office Supply Share (see handout)**
Illona Weber, Member-at-Large for Logistics
Facilities has agreed to allow a Microsoft Teams be created for a consumable supplies only (730000) that could be traded within departments. We should create a file for usage guidelines. Options: Create a private group and send a code for people to join. Can create a private but visible group that people can request to join. (would not have to clean out because if you leave the university, your netid goes away). Will bring back an update next month as well with suggestions on best practice.

DISCUSSION
(11:05) **Item 11: External Committees**
Noel Fuller, Chair
Review of the external committees that has Staff Council representative and check in to see if they are meeting. If you have questions about your committee reach out to Noel. Recommendation to create a location for where to put notes from external committees.

DISCUSSION
(11:16) **Item 12: NEW II**
Noel Fuller, Chair
Browse session added to NEWII and we have opportunity to table. Second Friday of the month from 1:00-2:00 in JCK 11th floor. Will put up a Signup on TEAMS, preferably with two people each time.

UPDATE
(11:26) **Item 13: Reclassification Procedures (handout)**
Illona Weber, Member-at-Large for Logistics
Employees should reach out to Tammy Coyle in Employee Relations if they want to have a job audit performed and supervisors do not start the process.

DISCUSSION
(11:50) **Item 14: Announcements**
Noel Fuller, Chair
a) Staff Shout-Out – Colleen Cook, EHS Specialist, Environmental Health, Safety and Risk Management

DISCUSSION
(11:52) **Item 15: Review Pending Items**
Amanda Garza, Parliamentarian
a) Create proposal with TSAC committee suggesting creative solutions for additional visitor parking- Compensation and Benefits
b) Contract Employee eligibility for Awards - Scholarship & Awards
c) Follow up with VPUA on Staff Emergency Fund - Compensation and Benefits

- d) Staff Appreciation Football Game – Compensation and Benefits
- e) Social Media for Staff Council – Marketing
- f) TXST Recycling Options – Compensation and Benefits
- g) Outdoor Seating – JCK
- h) Chapter 380 Housing – Compensation and Benefits

ACTION
(11:38)

Adjournment

Noel Fuller, Chair

Illona Weber motioned to adjourn, Bailey Verschoyle second, motion passed, no opposition

Texas State staff are welcome to attend any Staff Council meeting. The list of meeting dates and locations can be found at <https://www.staffcouncil.txstate.edu/meetings/minutes.html>.

If there is a specific issue or concern you would like Council to address, please complete the form at www.staffcouncil.txstate.edu/Staff-Concerns. When submitting the form, you can remain anonymous if that is your preference.

All statements made during meetings of the Staff Council shall be privileged communication and remain confidential. Members and guests shall not be subject to retaliation or disciplinary action as a result of expressing their views at Council meetings.