

TEXAS STATE[®]

STAFF COUNCIL

AGENDA
February 11, 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

ACTION
(10:04)

Roll Call
Noel Fuller, Chair
Members in attendance: Katie Alonzo, Steve Blank, Zachary Collins, Stephanie Daniels, Natalie Davis, Krista Flores, Noel Fuller, Andrea Hilkovitz, Michelle, Hudnall, Amy Jiang, Brandi Martinez, Mayra Mejia, Raidah Murshed, Anthony Padilla, Bailey Verschoyle, Illona Weber, Walt Yantis, Martin Zavala
Members Not in Attendance: Robert Garcia, Amanda Garza, Staci Wade, Tabitha Williams

ACTION
(10:05)

Item 1: Approval of Minutes (handout)
Brandi Martinez, Secretary
Natalie Davis motioned to approve, Martin Zavala second, motion passed, no opposition
Discussion: Occasionally, we have people that send in staff concerns about the delay in posting minutes from the meetings. Typically, there is a month delay because the minutes aren't approved until the following meeting. Moving forward, the proposal to create an online voting poll in TEAMS in order to post minutes quicker.

UPDATE
(10:08)

Item 2: Treasurer's Report (handout)

Natalie Davis, Treasurer

No additional charges in either the M&O or fundraising accounts. We did have some revenue augmenting in scholarship expenses. Across the three accounts, we are roughly at \$15,000. We will have some expenses coming up for the fundraising raffle.

ACTION
(10:10)

Item 3: Operating Procedures – Compensation and Benefits (handout)

Illona Weber, Member-at-Large for Logistics

Stephanie Daniels motioned to approve, Illona Weber second, motion passed, no opposition

DISCUSSION
(10:12)

Item 4: Scholarship/Awards

Noel Fuller, Chair

Opening scholarships applications next week and will close on March 10. Email notice will go out. Staff Council will offer two scholarships this year, one undergraduate student and one graduate student. The website has been updated to make the process smoother, including providing some clarifying language on what we are looking for in the applicants, that current staff council are not eligible, and that the first recommendation letter is the one that will be considered. The Scholarship and Awards Committee will review applicants and provide recommendation to the general Staff Council for approval. Staff Council will kick-off awards in the April meeting.

UPDATE
(10:16)

Item 5: ADA Steering Committee/Matthews Street Construction

Noel Fuller, Chair

This issue was discussed at the last ADA Steering Committee meeting. Basically, they echoed that in these situations, it important to communicate with staff members and to provide the alternate routes to get around campus. There is a plan to work on a new accessible map to be posted but no timeline given for that update. In regards to getting around the constructions around Matthews Street: cross the street from the main entrance; go around the sidewalk in front of Student Health Center, towards the bus loop at LBJSC, go through LBJSC and come out the back way to the ramps on that side to the Mall.

DISCUSSION
(10:23)

Item 6: Bobcat Build

Noel Fuller, Chair

The date for Bobcat Build is April 4. Staff Council needs a volunteer to be our job site leader. This would entail registering the staff council team (registration is currently open and closes at the end of March) attending one mandatory meeting prior to the event and communicating to Staff Council the information about our job site. We've had great experiences with Bobcat Build over the last several years and its great opportunity to get Staff Council's name out there. Katie Alonzo volunteers to be our site leader! Thank you, Katie. Don't forget that this is open to all staff, so you don't just have to be on Staff Council to volunteer with our group. Please share this with your offices.

DISCUSSION
(10:27)

Item 7: Fundraising: Parking Permit Raffle

Bailey Verschoyle, Fundraising Chair

Parking Services said that we will be able to purchase the permit for another person. We just have to get them the information and they will work with the winner. In reviewing data from 2017, roughly 17% of raffle tickets were purchased by staff council. We need to consider whether staff council should be allowed to win the raffle. At the next meeting, the fundraising committee will have packets for everyone. They will get with the Marketing committee to send email to staff, inquire about adding to the HR bulletin and including in the Staff Council March meeting highlights. Marketing messages need to provide context for what the money is raised for on the flyer. Still to discuss how are funds going to be collected and deposited. The recommendation would be to deposit on a weekly basis at a minimum. Noel will follow up with Parking to see about providing a minimum for those who need a reserved parking permit.

UPDATE
(10:37)

Item 8: Office Supply Share

Illona Weber, Member-at-Large for Logistics

At this stage there is no way to filter out students in TEAMS. The Compensation and Benefits committee has decided to put a hold on launching because there is an update coming at the end of March to TEAMS that will filter out by role and it will tie into net ids on campus. The office supply share will be for consumable supplies only GL code: 730000. The ultimate goal would be to include furniture, but we need to prove this works on a smaller scale before trying to move forward.

DISCUSSION
(10:40)

Item 9: NEW II - Rotations

Noel Fuller, Chair

Staff Council is part of the browse at NEW II. We've had good interaction with the new staff and have seen an uptick in zoom attendance! It's every month on the second Friday. In TEAMS, there will be a sign-up sheet so that you can choose a date that will work for your schedule. We would like for everyone to have the opportunity to interact with new staff members. Eric Algoe allotted us storage space in JCK 265 so you would get the materials for NEW II there. Plan to get the key from the VPFSS office. Future discussion in regard to purchasing a wagon to move the materials for Outreach events.

SPEAKER
(11:00)

Alexandria Hatcher – Assistant Director for the Office of Equity and Inclusion and Title IX Coordinator (handout)

DISCUSSION
(10:46)

Item 10: TSAC Proposal

Noel Fuller, Chair

Staff Council was tasked to come up with proposal to suggest solutions for visitor parking on the San Marcos campus. Parking services has procedures in place and have provided a reasonable response in regard to what departments are supposed to do when they have events on campus. This has been an item on the agenda for a while. Recommendation to table this item. Noel Fuller motioned to table, Illona Weber second, motion approved, no opposition.

DISCUSSION
(10:49)

Item 11: Staff Emergency Fund

Noel Fuller, Chair

Noel met with Dr. Brier to see what it would take to set up a fund. The biggest takeaway is that the fundraising component is pretty easy to set up. Trying to identify someone who wants to take ownership of it is the tricky part. There is always going to be an issue of appearance of favoritism. Human Resources

suggested meeting with Eric Algoe because they had a program at Florida State. At that institution, there was an outside body that awards the funds. However, it's more of a loan program because the loan would be collected via the staff members paycheck over an allotted amount of time. There also was a small percentage fee on the loan. Noel also met with Glynnis Christine in Dean of Students and she provided suggestions as well such as building in blind application. The biggest challenge for Staff Council in overseeing this program is that we only meet once a month. We don't have the benefit of awarding these funds on the same day. It would also be a big undertaking. Noel will continue to research these programs at other state universities to see their policies. If you have questions or feedback on implementation of a Staff Emergency Fund, please share back with the Executive Committee.

DISCUSSION **Item 12: Announcements**

(11:55)

Noel Fuller, Chair

- a) Staff Concern: Lunch/Break Regulations
Submitted – refer to comp and ben
- a) Census Inquiry, Margaret Yackel invited to March meeting
- b) Staff Shout-Out: Julie Saldiva, Sr. Assistant Director, Campus Recreation
- c) Staff Shout-Out: Marcos Acosta, USC1, Mobile Web Services
- d) Staff Shout-Out: Casey Martinez, GI Bill Specialist, Office of Veteran Affairs
- e) Staff Shout-Out: Chelsea Titus, Residence Hall Director, Housing and Residential Life
- f) Staff Shout-Out: Scott O'Neal, Night Supervisor, LJBSC Conference Services

DISCUSSION **Item 13: Review Pending Items**

(11:40)

Amanda Garza, Parliamentarian

Contract Employee eligibility for Awards - Scholarship & Awards

- a) Staff Appreciation Football Game – Comp and Benefits
- b) Social Media for Staff Council – Marketing
- c) TXST Recycling Options – Comp and Benefits
- d) Chapter 380 Program - Comp and Benefits
- e) Outdoor Seating: JCK – Comp and Benefits
- f) Staff Concern: 10% Salary Increase approvals by President – referred to UPPS and Comp and Benefits. Research into the language and reason behind it.

ACTION

(11:45)

Adjournment

Noel Fuller, Chair

Steve Blanks motion to adjourn, Illona Weber second, motion approved, 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.