

TEXAS STATE

STAFF COUNCIL

AGENDA

August 11, 2020

10:00 a.m.—12:00 p.m.

ZOOM Meeting

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
(10:01)

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

SPEAKERS
(10:01)

Item 1: Dr. Denise M. Trauth, President, Texas State University
Dr. Eugene Bourgeois, Provost and Vice Pres., Academic Affairs
Eric Algoe, Vice President, Finance and Support Services
Dr. Lisa Lloyd, Vice President, University Administration
See Item 1 attachment

UPDATE
(10:50)

Item 2: Treasurer's Report (handout)
Natalie Davis, Treasurer
No major changes from last month. Staff council paid for tablecloth; received donations in the fundraising account; scholarship account had revenue augmenting. Total across all three accts roughly about \$16,000. Will have some upcoming expenditures for the Staff Council awards effective Sept. 1.

DISCUSSION

Item 3: Lunch/Break UPPS 04.04.01 (handout)

(10:53) Noel Fuller, Chair
See attachment

ACTION

(10:57)

Item 4: Elections (handout)

Martin Zavala, Elections Committee Chair

After elections we have three positions unfilled; recommendation from Elections committee is to implement at-large positions to fill those vacancies, because serving on Staff Council is a voluntary position we try to do our best not to overburden the staff. Unfortunately, because of the EEO categories, there are a number we have trouble filling. When we can't fill those vacancies, then we have less people to do the work of council. Filling at-large positions, would also provide people the opportunity to serve but with a short term limit (as opposed to the three year commitment)

Discussion Points: Work with VPs that supervise areas we tend to see less participation and ask them to appoint someone. Appoint someone to the council that was "next in number of votes". Typically speaking the top vote getters are in the professional category so look at the next top vote getter in remaining categories to fill (for ex. Professional then Secretary/Clerical) that way it spreads it across the categories. Allow at-large positions to vote.

Motion: Andrea Hilkovitz moved to appoint at-large positions to Staff Council with language to be drafted by the Council Effectiveness Committee. Stephanie Daniels second; motion passed – no opposition.

DISCUSSION

(11:06)

Item 5: New Member Welcome

Noel Fuller, Chair

Several new members joining Staff Council at today's meetings.

Welcome to our new members

UPDATE

(11:09)

Item 6: Institutional Comparisons Data (handout)

Noel Fuller, Chair

See handout

Discussion: Staff Council requested that Human Resources provide copy of 2020 Salary comparisons data. There are some departments that consistently post at the minimum every time. Is there some sort of notification that could be placed when posting that would give the market level salary at that time. This issue is addressed in the new certification process for hiring managers.

However, a lot of it depends on what the current budget is for the position. So, if someone's been here for five years and received increases – there is discretion within the department to post at minimum to give a little wiggle room. Staff Council will continue to ask for the data.

DISCUSSION

Item 7: Maternity/Paternity Leave (handout)

(11:19) Noel Fuller, Chair
See handout
Discussion surrounding sick leave pool and difficulty donating directly to an individual. The policy is not well defined, possible something Staff Council could potentially look into as well. There is also a problem with exhausting all leave before being allowed to access sick leave pool. Reminder for staff, potential to purchase short-term disability to help cover costs during maternity leave; however there is a waiting period
<https://www.hr.txstate.edu/worklife/life-experiences/newparent.html>

DISCUSSION
(11:26)

Item 8: Pest Control Protocols

Noel Fuller, Chair
Open discussion for offices that have pest control issues. Discrepancy in how the process is approached across departments, in terms of frequency, funding, etc. Should we reach out to facilities to formalize a process/inquiry. Is there a possibility to look for a new contractor? Service is only outside of building; charging one dept only in common building; if there is only one person doing every building that doesn't seem manageable; attitude by contractor in how employees are treated

DISCUSSION
(11:33)

Item 9: Faculty/Staff Retirement Announcements (handout)

Natalie Davis, Compensation and Benefits
Discussion: Suggestion to add a voluntary option to be placed in HR Bulletin to the paperwork that must be completed at retirement. Provost/Deans send a blast out for faculty. Web form for staff member to do a bio to add at the end of the semester. Question brought up about whether new employees sign a disclosure to be added the HR Bulletin when hired. There is a special fund for retirement celebrations; it does have restrictions and is not well documented anywhere. On VPFSS website under forms there is a retirement request form: FSS/PSS 03.08 section 02.03 special receptions. Staff Council will continue to work through this topic and provide updates as we navigate forward

DISCUSSION
(11:49)

Item 10: Acknowledgement of Outgoing Council Members (handout)

Noel Fuller, Chair

DISCUSSION
(11:50)

Item 11: Staff Council End of Year Reports (handouts)

Noel Fuller, Chair

- a) Compensation and Benefits Subcommittee
- b) Elections Subcommittee
- c) Fundraising Subcommittee
- d) Scholarships and Awards Subcommittee

Final report will be delivered in September to Dr. Lloyd. Staff Council will share with full staff when it's completed.

DISCUSSION
(11:52)

Item 12: Announcements

Noel Fuller, Chair

- a) ADA Accessibility, Fernando Rojas speaker at September Meeting
- b) Staff Council Awards Ceremony – September Meeting
- c) Transportation Friendly Initiatives
- d) 2020 Census, Margaret Yackel at September Meeting

DISCUSSION
(11:58)

Item 13: Review Pending Items

Amanda Garza, Parliamentarian

- a) Social Media for Staff Council – Marketing
- b) Staff Concern: 10% Salary Increase approvals by President
- c) Staff Concern: Meals for Commencement Volunteers
- d) Staff Concern: Low participation from UA/President’s Office and Athletics in Family Campaign

ACTION
(12:00)

Adjournment

Noel Fuller, Chair

Motion: Andrea Hilkovitz moved to adjourn, Amanda Garza 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.