

TEXAS  STATE<sup>®</sup>  
STAFF COUNCIL

**AGENDA**

February 9, 2021

10:00 a.m.—12:00 p.m.

ZOOM Meeting

*Staff Council Meetings are available via*

**Zoom:** <https://txstate.zoom.us/j/569017978>; Passcode: Council

*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](http://staffcouncil.txstate.edu/meetings/minutes).

**ACTION**

(10:00)

**Call to Order**

Noel Fuller, Chair

Members in attendance: Katie Alonzo, Harlan Ballard, Norma Belmares, Jayme Blaschke, Justin Cantu, Stephanie Daniels, Natalie Davis, Veronica Fernandez, Anita Ford, Noel Fuller, Robert Garcia, Amy Jiang, Heather Kristoff, Brandi Martinez, Mayra Mejia, Raidah Murshed, Anthony Padilla, Camrie Pipper, Jennifer Small, Annalisa Turner, Bailey Verschoyle, Illona Weber, Rachael Weldon-Caron, Melissa Yip-Santellana, Martin Zavala

Members Not in Attendance: Steve Blank, Zachary Collins, Ana Webb

**UPDATE**

(10:01)

**Item 1: Treasurer's Report (handout)**

Natalie Davis, Treasurer

No major changes since January. There will be a charge for the plaques to be taken off the wall in February. Have been doing research on the history of the accounts to determine why they were set up like they are and what we should be moving forward. We need to make sure that we can use them effectively for the various work that we do specifically to raising funds for awards and disseminating them.

**UPDATE**  
(10:04)

**Item 2: Salary Setting Review Subcommittee**

Noel Fuller, Chair

Trying to understand both external benchmarking and internal procedures and policies that are in place that have to do with how we set salaries.

Human Resources is taking up some of the external benchmarking with a module that staff can use to check their salary against market value.

Since Human Resources is working on that it allows the subcommittee to focus on internal policies. Human Resources biggest issues to address is that certain titles need plugs to complete their project and these titles/duties aren't matching up with market position's, so they are working to find best matches to complete the project.

Side project to the committee came about because it was brought to our attention that there is a lot of concern from staff about bringing up salary concerns and where to go. We've been looking at the way ombudsperson roles functions for the faculty and students at Texas State but we do not have a staff ombudsperson. We thought a good starting point would be to create a staff ombudsperson role to help assist people deal with salary discussions but also any concern they have without necessarily going to employee relations. We've spoken to faculty ombudsperson to get information about their role and have a meeting with student ombudsperson this week. The plan is to hand this information over to Staff Council to proceed.

A staff ombudsperson topic has come up over time in Staff Council and how it would look at TXST. Benchmarking shows different appointment roles at other universities.

**DISCUSSION**  
(10:12)

**Item 3: Staff Council Scholarship Applications (handout)**

Noel Fuller, Chair

Official announcement that applications will open and can be submitted starting tomorrow and closing on March 10. Traditionally, we received between 20-30 applications. We give out one undergraduate and one graduate scholarships. Must be a full-time staff member and must be employed at least 12 consecutive months prior to application deadline. If you do not meet the 12-month requirement but are enrolled in Texas State classes in the fall semester prior to the application, you are considered eligible also. Staff members must be enrolled in 3 semester credit hours and maintain a 3.0 or higher GPA. Applicant must provide one recommendation. Current staff council members are not eligible.

**UPDATE**

**Item 4: Fundraising Efforts (handout)**

(10:17) Bailey Verschoyle, Chair - Fundraising Committee  
We've put a pause on the parking raffle. Our accounts aren't set up to accept raffle money. Chances are good that the raffle will be sold in-person again. We will need people willing to be a point person to sell raffle tickets, please let Bailey know. We're also working with the marketing committee to promote the Family Campaign and donating to Staff Council. We are also looking into a profit share with a local business. In terms of a timeline, looking at Summer for the parking raffle. Staff Council foots the bill for about \$2,100 for our scholarships and awards so it's important to keep up this fundraising work. Exploring options to identify individual donors. Send ideas for fundraisers to Bailey  
Do we have any volunteers who are willing to sell tickets? Natalie, Brandi, Justin, Amy

**DISCUSSION** (10:26) **Item 5: Staff Council Diversity Review (handout)**  
Noel Fuller, Chair  
See handout. "In Group" is Staff Council; "Out Group" is the population at Texas State.

**DISCUSSION** (10:28) **Item 6: Staff Council By-Law Review (handout)**  
Council Effectiveness Committee  
Final vote on Mar. 9 for by-law revisions recommended

**DISCUSSION** (10:35) **Item 7: Staff Recognition/Compensation Report (handout)**  
Brandi Martinez, Chair – Compensation and Benefits Committee  
Will turn into a letter and get back out to SC for a vote before sending forward to Dr. Lloyd

**DISCUSSION** (11:01) **Item 8: External Committee Updates (handout)**  
Various Representatives

- a) Vaccination Work Group: Texas State is not anticipating an initial allocation of the vaccine for some time. During this time, staff are encouraged to seek vaccination availability at other locations. The workgroup will continue to meet on bi-weekly basis.
- b) Naming Committee: Identifying names for residence hall on San Marcos campus and a street on Round Rock campus. There were a good number of candidates included. Committee's next step is to submit candidates name to Institutional Excellence for review and from there it will go to President's Cabinet.
- c) Personal Safety/Security: Committee is here to provide advice and council related to personal safety and security on campus. Will also discuss issues related to personal safety and developing short and long-term goals as well as will take concerns from campus community. Campus can submit concerns and they can respond; will be meeting once a month.

**DISCUSSION** **Item 9: Staff Concerns (handout)**

- (11:14) Noel Fuller, Chair
- a) Staff Concern Submission Recommendation/Protocol
  - b) Board of Regents - Essential Hours of Operation
  - c) Indoor Vaccination Concern
  - d) Curative Testing Effectiveness – Round Rock is using a different company starting in February
  - e) Inclusivity of Medical Coverage – can we find out where at the state legislature we could promote this; Texas State employees union is working on this; possibly get in touch with staff council’s at other state universities to see about moving forward to state level

**DISCUSSION**      **Item 10: Announcements**

- (11:33) Noel Fuller, Chair
- a) Bobcat J.E.D.I. Inaugural Class (handout)
  - b) LinkedIn Learning Path Professional Development
  - c) Staff Shout-Out: Teresa Duggins, Human Resources Analyst, Human Resources – Master Data Center
  - d) Staff Shout-Out: Kristen Green, User Services Consultant II, Client Solutions
  - e) Staff Shout-Out: John Charlet, Planner Estimator, Auxiliary Services

**DISCUSSION**      **Item 11: Review Pending Items**

- (11:45) Stephanie Daniels, Parliamentarian
- a) Staff Concern: Maternity/Paternity Leave
  - b) Staff Concern: Faculty/Staff Retirement Announcements
  - c) Staff Concern: Inclusivity of Medical Coverage

**ACTION**              **Adjournment**

(11:46) Noel Fuller, Chair  
Anita Ford moved to adjourn, Annalisa Turner second. Motion passed; no opposition.

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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](http://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.

Staff Council meetings are recorded. Guest speakers and associated Q&As may be posted to the Staff Council website. All other recorded portions of the meeting are used to ensure accuracy of transcript data for meeting minutes purposes.

**MEMBER THE TEXAS STATE UNIVERSITY SYSTEM**

This message was sent to all members of a mailing list established and maintained by Texas State University. Your inclusion in this list results from your relationship and status with the University and is not optional.

09:57:40 From Brandi Martinez : Good Morning Everyone

09:57:48 From Meredith Williams : Good morning!

09:57:56 From Brandi Martinez : Madeline - that's an awesome profile picture

09:59:17 From Bailey Verschoyle : hello all! :)

09:59:29 From Melissa (She/Her/Ella) : Morning! :)

09:59:43 From Camrie Pippet : Morning all! :)

09:59:44 From Justin Cantu : Hello!

10:00:10 From Martin Zavala : Good morning!

10:00:18 From Rachael Weldon-Caron (She, Her, Hers) : Good Morning

10:08:02 From Angelika Wahl : GREAT idea!!!

10:08:47 From Melissa (She/Her/Ella) : Thank you, Annalisa! :)

10:15:32 From Brandi Martinez to Illona Weber(Direct Message) : can you speak on Item 7 - i wasn't thinking when I put myself on the agenda...it's hard to take minutes and talk at the same time

10:16:18 From Brandi Martinez : OUr graduate assistant eligible for our scholarships

10:20:19 From Natalie Davis : i love that profit share idea Bailey!

10:21:11 From Brandi Martinez : I'm willing to sell tickets

10:21:26 From Justin Cantu : I can sell tickets also.

10:21:56 From Bailey Verschoyle : thanks Justin!

10:21:58 From Mayra Mejia : Bailey, my office has had great success with shirt, face masks, and sweatshirt fundraisers. Let me know if you want to know more info on what we have done in the past.

10:22:28 From Amy Jiang : Baily, i can help sell tickets at the Round Rock Campus.

10:22:47 From Bailey Verschoyle : Thank you Mayra and Amy

10:22:53 From Bailey Verschoyle : Mayra - I'll reach out to you

10:25:25 From Yvonne Natoli : QR codes are not ADA compliant

10:25:36 From Camrie Pipper : AHH! Thank you Yvonne!

10:26:26 From Bailey Verschoyle : no problem :)

10:35:37 From Rachael Weldon-Caron (She, Her, Hers) : nope

10:36:29 From Melissa (She/Her/Ella) : Makes sense. :)

10:42:09 From Annalisa Turner : YES YES YES! More flexible remote work policy!

10:42:38 From Melissa (She/Her/Ella) : Is ADA also excluded from the 30-day rule?

10:42:50 From Melissa (She/Her/Ella) : (for remote work)

10:45:06 From Annalisa Turner : Y'all are touching on some very important topics. Thank you so much!

10:46:32 From Melissa (She/Her/Ella) : Yaaassss - CDC or additional Child Care on-campus or local

10:47:38 From Melissa (She/Her/Ella) : Very thorough list, ya'll... Thank you for putting this together!!

10:48:03 From Tony Padilla : I love it!

10:48:41 From Bailey Verschoyle : i agree - it's great!

10:48:52 From Ana Webb : Good job, Comp and Benefits Committee!

10:49:00 From Stella LoPachin to Brandi Martinez(Direct Message) : Tickets to Fine Arts performances such as theatre productions or concerts would be a nice benefit as well.

10:49:02 From Illona Weber : Brandi's a great leader

10:49:12 From Raidah Murshed : She really is!

10:49:23 From Brandi Martinez : Thank you!

10:49:36 From Angelika Wahl : Awesome. Building up staff morale is a wonderful way to reach out to staff and showcase staff council overall.

10:49:36 From Tony Padilla : She's awesome!

10:49:37 From Annalisa Turner : Thank you Brandi!

10:50:05 From Natalie Davis to Brandi Martinez(Direct Message) : Rock Star!!

10:50:11 From Melissa (She/Her/Ella) : Agreed!

10:50:26 From Camrie Pipper : Work = compensation

10:50:28 From Brandi Martinez to Natalie Davis(Direct Message) : thanks! I hate speaking

10:50:30 From Illona Weber : Veronica did a bang up job at expanding, detailing these.  
WOOT WOOT

10:50:54 From Natalie Davis to Brandi Martinez(Direct Message) : but you do it so well! I trip over my words...i'm seriously concerned about my memory

10:51:13 From Paige Spann : Our office has a motion doorbell if we aren't able to have someone up front. Someone in the back can walk up. this allows those people to take a lunch

10:51:15 From Brandi Martinez to Natalie Davis(Direct Message) : lol - i feel like i say ummm and yeah that's it alot

10:51:21 From Yvonne Natoli : Ask for an email that requests you to skip lunch and keep a record of it

10:52:56 From Kama Davis : Employees can also ask for "flex time" and come in an hour later or leave an hour earlier if they are being asked to skip lunch during the regular lunch hour. And yes, documenting this is very important.

10:53:27 From Noel Anthony Fuller : we also encourage the use of staggered lunch hours in offices as capable

10:53:42 From Angelika Wahl : Agreed - Staff Ombudsperson should not be considered a perk

10:53:49 From Bailey Verschoyle : agreed -not a perk

10:54:36 From Mayra Mejia : Not a perk

10:54:39 From Camrie Pippet : Faculty Ombudsperson gets a course release per semester (4K) compensation. 8k a year - so its not a perk.

10:55:41 From Stephanie Daniels : Curtains in the staff room in jones?

10:56:25 From Bailey Verschoyle : i'm always a fan of events with food :) i know that can get expensive, though

10:56:30 From Illona Weber : I thought pet hedgehogs for everyone was a VERY feasible suggestion!

10:56:36 From Melissa (She/Her/Ella) : Goat yoga!!

10:57:18 From Stephanie Daniels : But seriously, I would love a staff dining hall. Doesn't go here, but still..

10:57:31 From Yvonne Natoli : Know your OSHA rights

10:57:31 From Stephanie Daniels : w/ free donuts.

10:57:41 From Raidah Murshed : :) donuts!!

10:57:45 From Melissa (She/Her/Ella) : Yum

10:58:00 From Natalie Davis : mmm doonuuuttss

10:58:02 From Brandi Martinez : if you have any additional ideas/suggestions please send them to me or add it on the chat channel in teams on the comb and ben channel

10:58:02 From Illona Weber : Definitely donuts

10:58:30 From Brandi Martinez : donuts are pretty awesome

11:00:02 From Yvonne Natoli : Perhaps departments/units should be required to provide staff with lunch and break policies prior to employment or even on the job posting

11:00:23 From Anita Ford : It also would really wreak havoc with the phone lines in busy offices (i.e., financial aid)



11:00:35 From Lisa Francis : The librarians in Alkek library worked on a career ladder for years and finally got it passed. But when a committee for the staff to develop a career ladder it never left the library.

11:00:56 From Illona Weber : Where are we on the donut situation?

11:00:58 From Teresa Duggins : Working hours come from the State HR Resources guide. All state agencies are to remain open during the noon hour. there is some flexibility for Higher Ed.

11:01:02 From Brandi Martinez : THANK YOU TO THE COMP AND BEN SUBCOMMITTEE - GREAT WORK EVERYONE

11:01:17 From Natalie Davis : thanks Lisa, i think that;s a great suggestion. we can maybe talk about it at Salary Review

11:04:03 From Yvonne Natoli : The county is receiving such low numbers of vaccines

11:04:10 From Kama Davis : Is there anyone we can reach out to in Government (or elsewhere) to get TXST designated as a Hub so we can get the vaccines faster?

11:05:05 From Yvonne Natoli : Contact your rep, I have contact Erin Zweiner before and her office is very responsive

11:05:13 From Angelika Wahl : FYI - UT Health is opening vaccine registration to the general population, please feel free to share widely:  
[https://redcap.dellmed.utexas.edu/surveys/?s=9M8M4YXFD8&fbclid=IwAR3E6V8juKqNWVI9wOaD27-dGKsglFknldm\\_8tmcla4Vzk9Uvoe3WdMRc1s](https://redcap.dellmed.utexas.edu/surveys/?s=9M8M4YXFD8&fbclid=IwAR3E6V8juKqNWVI9wOaD27-dGKsglFknldm_8tmcla4Vzk9Uvoe3WdMRc1s)

UTHS sent out an email saying this - The govt. released funds and Moderna vaccines have come in, in large quantities. They're trying to push it forward on an aggressive schedule.

11:06:40 From Dannette Elliot : Raymond Loriaux - Emergency Management Coordinator for Texas State University

11:10:30 From Annalisa Turner : Rewinding back to essential hours/lunches:  
<https://policies.utexas.edu/policies/work-schedule> - this may be a good model

11:12:49 From Yvonne Natoli : I get most of my news from KXAN before I get it from the university

11:16:43 From Yvonne Natoli : Could we recommend that the university install door openings by foot and faucets that are touch free in all bathrooms? Has there been any talk of this?

11:17:59 From Lauren Goodley (she/her/hers) : You could respond to a question in one of these meetings so ppl know what you need.

11:19:33 From Lauren Goodley (she/her/hers) : Oh great, that's good information for everyone if others have that question. Thanks!

11:22:36 From Fernando Rojas : great to see the venue is considering those with mobility related conditions

11:25:14 From Brandi Martinez : Thank you Fernando

11:26:01 From Lauren Goodley (she/her/hers) : +1 on this item.

11:27:29 From Lauren Goodley (she/her/hers) : The TSEU union is working on this issue as well if Council would like to support this item that way.

11:27:55 From Lauren Goodley (she/her/hers) : On gender affirming care. Thank you for considering!

11:29:36 From Melissa (She/Her/Ella) : It would be nice if our university took a stand to support this

11:29:57 From Lauren Goodley (she/her/hers) : ^^

11:31:23 From Annalisa Turner : Thank you for this, Noel!

11:31:30 From Noel Anthony Fuller : <https://gato-docs.its.txstate.edu/jcr:02bc22ab-aa66-4371-a6ec-a57a9fbe880a/Personnel%20Policy%20Handbook.pdf>

11:32:28 From Annalisa Turner : (I put this earlier, but...) Here is UT's model: <https://policies.utexas.edu/policies/work-schedule>

11:33:15 From Teresa Duggins : they policy does not say you can't take a lunch. it just says the office has to be opened.

11:33:17 From Brandi Martinez : I was way off on the timeline today! :)

11:33:50 From Melissa (She/Her/Ella) : Yippee! Congratulations all. :)

11:34:01 From Illona Weber : Well done!

11:34:07 From Angelika Wahl : Congratulations!!!

11:36:04 From Annalisa Turner : divcert@txstate.edu

11:37:39

From Annalisa Turner : We've also expanded the list of LinkedIn Learning programs we will accept :)