

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

**AGENDA**

December 14, 2021

10:00 a.m.—12:00 p.m.

[ZOOM Meeting](#)

*Staff Council Meetings are available via*

[Zoom](#) 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 [on the Staff Council Website](#).

**ACTION**  
(10:00)

**Call to Order**

Brandi Martinez, Chair

In attendance: Jen Aguirre, Paul Aleman, Katie Alonzo, Carlos Baca, Cynthia Balboa, Harlan Ballard, Jayme Blaschke, Zachary Collins, Nabila Cook, Veronica Fernandez, Anita Ford, Noel Fuller, Victoria Gonzales, Heather Kristoff, Megan Krou, Brandi Martinez, Mayra Mejia, Anthony Padilla, Jennifer Small, Ana Webb, Illona Weber, Amy Wong, Melissa Yip-Santellana, Martin Zavala

**UPDATE**

**Item 1: Staff Council Chair Election**

(10:01)

**Brandi Martinez, Chair**

In the November meeting, Brandi indicated that she planned to step down from the chair position. However, she was asked to stay on as the chair to limit the amount of turnover for Staff Council and specifically in Council executive leadership.

Brandi opened the floor for discussions or other nominations. Since Brandi's term doesn't end until next Fall, Council will potentially need someone to be interested in the position at that time. If anyone is interested, they can reach out to the Staff Council executive committee to learn more.

**UPDATE**

(10:10)

**Item 2: Treasurer's Update (handout)**

**Carlos Baca, Treasurer**

See handout for details.

Council had to pay for plaque mounting and received some donations to the excellence fund.

**UPDATE**

(10:15)

**Item 3: Staff Morale Conversation Follow-Up (handout)**

**Brandi Martinez, Chair; Noel Fuller, Past Chair**

See handout for details. Highlights from the conversation included:

Noel and Talent Acquisition staff shared updates about the hiring process. Background checks can be delayed, especially those in Travis County and for those who have worked in rural communities where the background check process isn't streamlined. Alicia Barthel confirmed this and provided more context, along with recommendations for hiring managers to reach out to Talent Acquisition if they have any questions.

While hiring managers can't offer positions until the background check portion is completed, managers can connect with the top candidate to let them know that they are being put forward in the hiring process.

Talent Acquisition is aware of small applicant pools and is willing to be flexible during this period.

Dr. Stella Silva provided additional clarification about exit surveys for staff, and that staff members who leave aren't always forthcoming with information for various reasons which can skew the data.

There is also some work being done to standardize offer letters for new hires. Hiring managers cannot make offers or promises of hire in this part of the process until the hiring process is officially complete.

There was also an extended discussion about retention and pay, and ways that managers / HR / Talent Acquisition can contribute to keeping employees.

**DISCUSSION**    **Item 4: Subcommittee Updates (handout)**  
(10:45)

a) Salary Setting

Mayra Mejia shared updates – there are 6-7 new members to the committee and most are regular Staff Council meeting attendees. Discussion topics of that meeting included changing the name to something more accurate since it doesn't currently match the work of the group.

b) Special Events

See handout – Bailey Verschoyle was not able to attend this meeting but will be able to provide updates at the next meeting if needed.

**DISCUSSION**    **Item 5: External Committee Updates**  
(11:10)

a) Vice President for Institutional Inclusive Excellence

Jennifer Small shared updates – the biggest news is that the position was elevated to a Vice President position instead to match the importance and scope of the role. The posting needs to be reworked, but the committee will have meetings in January and February as they get closer to having interviews for the position.

b) Faculty and Staff Morale Work Group

Noel Fuller shared updates – they have finalized their report and have sent it on to President’s Cabinet for review.

Some themes from staff responses to the survey:

- Acknowledging benefits of remote work
- Workload burdens
- Lack of financial compensation for increased job responsibilities due to turnover
- Lack of equity in treatment of staff in between departments
- Health and safety concerns due to mask requirement limitations
- Large, in-person events
- Salaries

Some recommendations from the committee include:

- Consider modification to remote work policy to increase number of days available for remote work
- Additional, straightforward messaging related to the pandemic
- Provide additional resources related to hiring
- Supervisor training

This survey went out on October 8, 2021. Noel wasn’t sure when the report would be available but indicated that it would most likely be posted eventually to the Faculty and Staff Morale Work Group website.

Further conversation included potentially adding remote work on job postings (i.e., if the position is able to be remote) and what is most equitable in terms of who can/can’t be remote.

**UPDATE**            **Item 6: Staff Concerns Update (handout)**

- (11:20) Brandi Martinez, Chair  
See handout for details.
- a) Grievance Policy Inquiry
  - b) First Aid Kits
  - c) President's House Purchase Inquiry
  - d) Parking Permits for Round Rock campus employees coming to San Marcos campus
  - e) Reserved spaces in Pleasant Street Garage

**UPDATE**                    **Item 7: Announcements (handout)**

- (11:40) Brandi Martinez, Chair  
See handout for details.
- a) Staff Shout-Out: Shari K Ferguson, Ingress Management Services

**UPDATE**                    **Item 8: Pending Items**

- (11:45) Brandi Martinez, Chair  
These items are still being researched by Staff Council:
- a) Recycling Bin Inquiry
  - b) Tuition Assistance for Employee Dependents

**ACTION**                    **Adjournment**

- (12:00) Brandi Martinez, Chair  
Motion to adjourn the meeting was passed.

Texas State staff are welcome to attend any Staff Council meeting. The list of meeting dates and locations can be found on the [Staff Council Website](#).

If there is a specific issue or concern you would like Council to address, please complete this [form](#). 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.

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