

TEXAS  STATE[®]
STAFF COUNCIL

AGENDA

February 8, 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

Staff Council members in attendance: Jen Aguirre, Paul Aleman, Katie Alonzo, Carlos Baca, Cynthia Balboa, Dr. Harlan Ballard, Jayme Blaschke, Zachary Collins, Nabila Cook, Veronica Fernandez, Anita Ford, Noel Fuller, Victoria Gonzales, Judy Herington, Heather Kristoff, Megan Krou, Brandi Martinez, Mayra Mejia, Anthony Padilla, Jennifer Small, Daniel Vasquez, Bailey Verschoyle, Ana Webb, Illona Weber, Rachel Weldon-Caron, Amy Wong, Martin Zavala

ACTION

(10:05)

Item 1: Treasurer's Update (handout)

Carlos Baca, Treasurer

Treasurer's report was moved to later in the meeting.

Carlos shared details about the current status of Staff Council funds. Scholarship awards were just paid out for the Spring 2022 semester, and our M&O experienced a carryover. More details can be seen in 'Item 2' handout from the meeting.

Carlos is working with Martin to figure out donations and money from the Parking Permit raffle, since we have a specific fund set up to take those donations / raffle ticket sales.

Staff Council is still working to spend down the scholarship expenses, so that it can eventually be replaced by the excellence fund account instead.

UPDATE
(10:10)

Item 2: Remote Work and Energy Conservation Letter (handout)
Brandi Martinez, Chair

Brandi shared the letter Staff Council sent to University Administration regarding the remote work policy and energy conservation days. It was shared at President's Cabinet yesterday, and Dr. Trauth would like to come speak with Council about our concerns. Brandi is currently working to schedule that visit.

Brandi also shared her thanks with all Council members who helped in drafting the letter.

If anyone is interested in seeing the letter, they can email Staff Council to request a copy.

UPDATE
(10:20)

Item 3: External Committee Updates

- a) **Presidential Advisory Search Committee**
Noel Fuller shared that Texas State has narrowed the candidate pool for interviews. The long-term goal is to have a short list of recommendations to send along to the Board of Regents for final selection.

- b) **LGBTQIA Advisory Committee**
Noel Fuller also shared updates from the LGBTQIA Advisory Committee. They have been working to finalize the capability for staff members to update their pronouns in self-service and in the staff directory. They also plan to provide guidance soon for how to update preferred pronouns in multiple locations, since we use many different systems at Texas State.

The committee also discussed whether Texas State should be a participant in the Austin Pride parade on August 13th. They are looking into funding for a spot; if you are interested in being involved, you can email Staff Council or Noel for more details.

- c) **Professional Development Advisory Committee**
Noel Fuller shared updates from this committee.

Staff Development Day will be held in May and provides an opportunity for staff members to participate in professional development. The date has already been announced (May 24), and they are currently working to solicit presentations for the event.

Staff can find more information about the event here:
<https://www.hr.txstate.edu/staff-development-day.html>

If you are interested in being a presenter, you can submit a proposal – especially on topics related to the 2021-2022 common experience theme (compassion, mindfulness, empathy, kindness, etc.). As of now the committee is looking at a variety of in person and virtual events.

Sam Williams also shared that they are hoping to have more speakers, so please let your colleagues know about this opportunity. They are also planning to host a department expo as well. If you are interested, you can email hr_odc@txstate.edu.

- d) **Vice President for Institutional Inclusive Excellence Search Committee**
Jenni Small shared that the committee has completed preliminary interviews and have a great pool. If you are interested in attending

an open forum date, see your email for those details. Staff Council was asked to have representative at these interviews as well. We already have some that have indicated an interest, but you can reach out to Brandi if you are interested in participating.

UPDATE
(10:45)

Item 4: Subcommittee Updates

a) Compensation and Benefits

Brandi shared that there was discussion about which Staff Council subcommittee should handle miscellaneous staff concerns that come in, since they aren't all related to compensation and benefits related issues.

Instead of sending those to Compensation and Benefits by default, Brandi/Executive Committee would forward those concerns to the appropriate Staff Council subcommittee or to an external committee to review instead if it seems like something that's outside the scope of that subcommittee.

Another discussion was to disband the 'Salary Setting' subcommittee and make it a part of the Compensation and Benefits subcommittee instead. Discussion included:

- Compensation and Benefits would gain more members to help with the larger number of staff concerns that come through for that subcommittee
- Salary Setting subcommittee was discussing more than just salaries, and was looking at larger processes that had a lot of crossover between what Compensation and Benefits was already doing
- Keeping the name of the subcommittee as 'Compensation and Benefits,' since concerns not related to that subcommittee will be referred elsewhere

Brandi encouraged staff to email her if they had concerns about this change.

As there were no objections to this change during the meeting, the motion to disband the Salary Setting subcommittee and add those members to the Compensation and Benefits subcommittee was approved later in the meeting.

b) Fundraising

Martin Zavala shared updates from the Fundraising subcommittee regarding the Parking Permit Raffle Fundraiser. Discussion items included:

- Whether the raffle should go March – May or April – June
Discussed options of both – earlier start would mean being able to award permit earlier and help Scholarship and Awards subcommittee know how much they can award in a given year; later start date would mean ending in summer (not many on

campus) but avoid the busy period in May when grades post.

- Permit donations – Martin was able to get one permit donated from Health and Human Performance, and is working to get more donated so that we can increase ticket sales and faculty/staff engagement
- Cash/check only / physical tickets are the plan for selling for now, though Martin Zavala, Carlos Baca, and Natalie Davis are looking into online payment options for ticket purchases and will update Staff Council as they know more.
- Martin will provide physical tickets to members to sell, but if they aren't able to sell tickets they can refer to the Staff Council general inbox or to other members with tickets available. Members should let Martin know if they can't sell physical tickets so that he can route those to other members to sell instead.

Motion to hold Parking Permit Raffle from March – May was approved.

ACTION
(11:00)

Item 5: Staff Council Scholarship Applications

Noel Fuller, Chair – Scholarship & Awards

Staff Council Scholarship applications open tomorrow, along with an announcement that we can forward along to staff who might benefit from applying. Scholarship applications will close on March 9th, and the subcommittee will review applications at that time. Recipients will be announced during the April Staff Council general meeting.

Noel reviewed scholarship and award eligibility (which can be found here: <https://www.staffcouncil.txstate.edu/scholarship-awards/scholarships.html>), and encouraged those who are eligible to apply. Current Staff Council members are eligible for scholarships (but can't be a part of the review process should they apply).

Noel also discussed the subcommittee's proposal to increase the two scholarship awards (undergraduate and graduate) from \$500 to \$600 per semester instead. This would be for a few reasons: have the award match more closely what staff would have to pay out of pocket for courses, and we currently have the funding to increase those awards.

After Carlos shared more about the Treasurer's report, the motion to permanently increase award to 600 per semester was approved.

ACTION
(11:15)

Item 6: Consumable Supply Share

Illona Weber, Member-at-Large – Logistics

Illona recapped the previous history of the consumable supply share. In 2019, Council was asked if it would be worth creating a supply share since Departments/offices were often getting rid of consumable supplies that other offices might need (pens, toner, etc.). The goal would be to make it easy (a Teams site) for offices to post what they have that they are getting rid of to see if it is needed by another Department.

Materials Management didn't have a problem with something like this being created but wanted to make sure whatever was created (1) only allowed access for faculty / staff (no students), (2) wouldn't be managed by Materials Management, and (3) it would only be for consumable supplies.

Illona brought the item back up for discussion to determine if this kind of project was something Staff Council was still interested in pursuing.

Discussion items included:

- Teams can restrict a site to staff and faculty only (via code or approval, but would require someone to manage it)
- Site would also need someone to manage it to make sure that only consumable supplies are posted
- These items are already managed by Materials Management, but require staff to go to the warehouse to pick up – this would provide an option for staff to find items without leaving campus
- Potentially creating a pilot program to gauge interest and see how many offices would use this kind of program
- Potential of partnering with the Office of Sustainability

The consensus of Staff Council was to do more research, and to see if it would be possible to take to the sustainability external committee to see if this is something they would like to pilot and/or partner with Council to do.

DISCUSSION
(11:25)

Item 7: Feedback for University Mission and Shared Values Review
Brandi Martinez, Chair

Brandi shared the feedback request that Staff Council received regarding the University Mission and Shared Values statements. Brandi's goal is to send Staff Council's feedback by the end of this week.

Brandi collected responses from the attendees at the meeting; if anyone has other feedback to share they can send it to the Staff Council email account.

DISCUSSION
(11:45)

Item 8: Announcements
Brandi Martinez, Chair

- a) Staff Shout-Out: Michael Baker, User Services Consultant II, Customer Engagement
- b) Staff Shout-Out: Denise Bjerke, Administrative Assistant III, Department of Political Science
- c) Contract Worker Award Recipients
See handout for list of recipients.

DISCUSSION
(11:55)

Item 9: Review Pending Items
Brandi Martinez, Chair

- a) Tuition for Employee Dependents
Staff Council is still looking into this and isn't ready to present anything just yet.
- b) Clarification on the Feb. 1 Merit-Based Email
Council received a staff concern about the email sent on February 1st regarding the 3% bonus. In short, this email is indicating that the 3% will be paid out over 12 months, and isn't recurring at this time.

ACTION
(12:00)

Adjournment
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.

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