



## Staff Council – Operating Procedures

Adopted: 2019

Revised: August 2024

Amended: August 2024

### I. Purpose

The purpose of this document is to make known the operating procedures developed, organizational processes, and details of the workings of Staff Council and voted on by the elected members of the Texas State Staff Council. This document is an extension of the Staff Council Bylaws.

### II. General Procedures

#### A. Committee Membership

All elected members of Staff Council will serve on a minimum of one internal and one external committee. Newly elected members will be given the ability to provide their preference in an annual survey prior to the September General Meeting.

##### 1. Internal Committee Structure

- a. Internal committees will have at minimum a chair, with all committees having the option of a co-chair.
- b. The Chair serves as an ex-officio member of all internal committees.
- c. The Parliamentarian will serve as the chair of the Council Effectiveness committee.
- d. The Executive committee includes all elected officers and the nominated treasurer.

##### 2. Attendance & Expectations

- a. Attend all meetings and alert the committee chair and co-chair, as applicable, if an absence is necessary.
- b. Participate in discussions, research, etc.
- c. Complete any and all tasks that are assigned.
- d. The chair and co-chair, as applicable, will provide all committee members with an agenda prior to the meeting and meeting minutes at the conclusion of each meeting.

##### 3. Meetings

- a. All committees should meet monthly (September – December and January – April) or more frequently as the committee's agenda items dictate.
- b. The chair and co-chair, as applicable, may request alterations to the regular meeting expectations (i.e. elections & awards) through consultation with the Executive committee.

##### 4. Term of Commitment

- a. Once assigned, members will continue to serve on their assigned committees for the duration of their elected term to ensure continuity and

to preserve knowledge of discussions, projects, etc. from the previous year(s).

- b. Should a member have a justified reason to request a change of committee(s), they may do so by emailing the Secretary with their preference and reason for the requested change. The Executive committee will review the request and provide a response as soon as possible.
5. Submitting Agenda Items
  - a. The chair and co-chair, as applicable, must email the Secretary via the Staff Council email address at least one week prior to a General Meeting with any agenda item(s) that they wish to present.
6. Annual Summary
  - a. The chair and co-chair, as applicable, must submit an annual summary to the Secretary by July 31.

## B. Communication

Staff Council utilizes the following platforms for communication:

1. [Staff Council website](#), a Calico site within the Texas State Gato system.
  - a. The website is maintained by the Secretary and Member-at-Large for Logistics.
2. [Staff Council email](#) account, used to communicate in an official capacity with staff, departments, and administrative offices.
  - a. The email account is maintained by all Executive members. The Secretary maintains access for all appropriate members.
  - b. Other elected members may be provided access for specific purposes, i.e. election results notifications, award notifications, etc.
3. Staff Council Team within the Microsoft 365 platform.
  - a. Channel access is maintained by the Secretary and assisted by members of the Executive committee.
  - b. This channel is used to assist in the storing of archival records.
4. Department Share Drive, a secure online filing system via Texas State WebFiles.
  - a. Share Drive access is maintained by the Chair and Secretary.
  - b. This drive is used to assist in the storing of archival records.
5. Zoom meetings are utilized for Staff Council general meetings and by various internal and external committees.

## C. Staff Concerns

Staff Concerns are submitted via the [Submit a Staff Concern](#) form on the [Staff Council](#) website.

1. Submitted concerns are emailed to the Staff Council email account and populated to the Staff Concerns channel within the Staff Council Teams site.
2. The Parliamentarian reviews each concern and assigns it via email to the appropriate committee chair and co-chair, as applicable. Some concerns are handled directly by the Parliamentarian, especially in situations where the concern does not fall within the purview of an internal committee.
3. Once the committee chair and co-chair, as applicable, investigates, researches, and/or receives a response from the appropriate officer, person, department, etc., they send the response via email to the staff council email address so that the Parliamentarian may send the response to the person who submitted the concern.
4. The Parliamentarian, upon receiving the response to a concern, will update the shared document in the Staff Concerns Teams channel (files), tag the Secretary and Member-at-Large for Logistics in the Staff Concerns Teams channel

requesting the response be populated to the [Staff Concerns Response Status](#) website.

### III. Committees

#### A. Executive

##### 1. Responsibilities and Deliverables

- a. Establish the agenda for the monthly general meeting.
  - I. Meetings occur on the first Tuesday of each month
  - II. The Chair/Secretary sends the agenda to the Executive Assistant for the Vice President, Chief of Staff by the Friday before a general meeting.
  - III. The agenda is requested to be sent to all staff by the Friday afternoon/Monday morning prior to a general meeting.
- b. Lead the monthly general meetings.
  - I. September = In person with award and scholarship presentations
  - II. August, October – June = Via Zoom
  - III. July = In person, Council member retreat
- c. Communicate with the President's Cabinet/TXST Leadership via the Vice President, Chief of Staff or other executive officers.
- d. The Chair serves on specific university committees including the Campus Master Plan and Executive Council, and other committees as assigned by TXST leadership.
- e. The Chair and Vice Chair meet with the President monthly during the academic year.
- f. Elevate urgent matters to TXST leadership (i.e. remote work, issues with energy conservation days, etc.).
- g. Members have the opportunity to sit on higher level hiring committees. If no Executive member is available, the opportunity is opened to the general Staff Council membership.
  - I. President
  - II. Executive Vice President and Provost
  - III. Executive Vice President for Operations and Chief Financial Officer
  - IV. Vice Presidents
  - V. Associate/Assistant Vice Presidents (including the Chief Human Resources Officer)
- h. Draft and forward new initiatives to the general Staff Council membership via Teams and/or email.
- i. Determine necessary committees to achieve the council goals.
- j. Monitor and execute the annual budget and funding proposals/needs.

##### 2. Other

- a. Collect end of year reports and send combined report to the Vice President, Chief of Staff.
- b. Post and archive meeting minutes.
- c. Host and monitor the Staff Council Teams site and email account.
  - I. Create and delete channels
  - II. Update documentation/records
  - III. Communicate on agenda items and staff concerns
  - IV. Respond to emails/staff concerns via email
  - V. Forward items to committee chairs via email

## B. Compensation and Benefits

### 1. Responsibilities and Deliverables

- a. Serve as the official representative for staff concerns related to compensation and benefits as requested. The Executive committee assigns concerns to the committee via an email to the chair and co-chair.
  - I. Review/discuss incoming staff concerns related to compensation and benefits, gather information via the department/area related to the concerns presented, engage responsible departments for feedback (i.e. Human Resources, Parking, etc.), and draft a response to the staff concern which is sent to the staff council Executive committee.
- b. The committee can meet every two weeks via a Teams meeting, as needed, and additional communication occurs via the Teams channel.
- c. Advocate and provide recommendations on behalf of staff for development or improvement of compensation and benefits.
  - I. Identify areas of top concern based on previous requests/concerns submitted to the committee.
- d. Submit recommendations to the Executive committee for agenda items that need to be presented at the General Council meetings.

### 2. Other

- a. University policies and benefits
  - I. Identify and research the top three areas of policy or benefits concerns brought to either the Compensation and Benefits committee, the Executive committee, or Staff Council as a whole.
  - II. Research, document, and engage with responsible departments (i.e. HR, UPD, etc.) as needed.
  - III. Gather information and discuss as a committee to write up alternative solutions/recommendations and to send to the Executive committee for review.

## C. Council Effectiveness

### 1. Responsibilities and Deliverables

- a. Conduct an annual review of the bylaws and operating procedures and submit recommendations for amendments, revisions, etc.
  - I. The bylaws will be reviewed in the fall semester and presented to the Staff Council for approval. Additional reviews may occur throughout the year as needed.
  - II. The operating procedures will be reviewed in the spring semester and presented to the Staff Council for approval.
- b. Per the bylaws, any changes or additions to the existing bylaws must be approved by the President.
- c. Provide the approved bylaw document to the Staff Council Secretary for posting to the Staff Council website.
- d. Respond to staff concerns related to the bylaws and operating procedures as requested.

### 2. Other

- a. The Parliamentarian/chair will upload the bylaws and operating procedures documents to the Bylaws and Operating Procedures folder on the Staff Council Team, General channel.

- b. The Parliamentarian/chair will upload the Bylaws and Operating Procedures to the Staff Council S Drive folder, Bylaws and Operating Procedures.
- c. The Parliamentarian/chair will ensure the Secretary posts the most up to date Bylaws to the Staff Council's [Mission, Goals, and Bylaws](#) website page.

D. Elections, Awards, and Scholarships

This committee is responsible for the organization, collection, and execution of all Staff Council nominations and general elections, staff award nominations and selection, and scholarship applications and selection. The chair and/or co-chair is responsible for ensuring all elections, awards, and scholarship processes are held in a timely and equitable manner.

1. Responsibilities and Deliverables

a. Elections

I. Nominations and elections occur in mid-spring each year and are open to all applicable EEO staff members on the San Marcos and Round Rock campuses.

i. The committee works with Staff Council to ensure the council roll is accurate and that the proper number of positions are set prior to nominations and elections per the EEO categories.

- EEO categories are determined via the staff rolls provided by Human Resources (HR) using an excel formula to search and match the NetID of a nominee.

ii. Create and update the nominations form via a Gato or Office 365 Form.

iii. The chair drafts an email communication with all details of the nomination process and provides it to the Secretary who will request its dissemination via the Vice President, Chief of Staff's office. A reminder message may be requested through the same process prior to the close of nominations.

iv. Nominations open prior to the April Staff Council general meeting.

- Nominees may contact HR if they are unsure what EEO category their position is under.

v. During the May Staff Council general meeting, the chair will remind attendees of the email, the nomination process, and upcoming voting process. Open discussion will occur for any questions related to being elected to Staff Council. The nomination process is open for three (3) to four (4) weeks.

vi. Nominations close in mid-late April. Once closed, the committee will review all nominations, notify nominees, host a Q&A Zoom meeting(s) for interested nominees, collect responses from nominees, and collect a biography and photograph from all who accept their nomination.

II. The election voting set-up begins at the end of April and specifies how many vacancies are available in each EEO category. The chair

drafts an email communication with all details of the election voting process and provide it to the Secretary who will request its dissemination via the Vice President, Chief of Staff's office. A reminder message may be requested through the same process prior to the close of election voting.

- i. Bobcat Hub or another comparable process is used to conduct election voting.
- ii. Election ballots are populated once the EEO category for each nominee is verified.
- ii. All biographies and photographs are provided to the Marketing, Events, and Fundraising chair/co-chair for upload onto the [Candidate Introductions](#) page.
- iii. Election voting opens in early May.
- iv. During the May Staff Council general meeting, the chair will remind attendees of the email, the election voting process, and process following the close of the voting process.
- v. Election voting ends in late May/early June. Once closed, the committee will tally all responses and notify all nominees of their elected (regular and at-large) or non-elected (potential to be added as at-large if vacancies occur) status.
- vi. Finalized results including names, positions, EEO categories, and terms are sent to the Executive committee.
- vii. Election results are announced at the June Staff Council general meeting in order for all newly elected members to arrange to attend the July Staff Council Retreat.

b. Awards

- I. A minimum of four awards are available to staff members. Awards range from \$200 - \$300. Descriptions are outlined on the Staff Council's [Scholarships and Awards](#) webpage.
- II. Nominations occur in the spring semester with the physical award presented to the employee at the in-person September Staff Council general meeting and the accompanying financial award provided to the employee in their October payroll disbursement.
- III. In early/mid spring, the committee creates an online (smart) form hosted on the Staff Council's [Scholarship and Awards](#) webpage that allows the questions to change according to the award selected to ensure all applicable information is collected.
  - i. Submitted forms are received in the Staff Council email account.
- IV. Nominations open on April 1 and close April 30.
  - i. During the March Staff Council general meeting, the chair/co-chair will notify attendees of the award process and timeline. A reminder notification will be provided during the April Staff Council general meeting.
  - ii. At the close of nominations, committee members are responsible for reviewing all nominations and scoring them using the matrix/rubric provided in the "Elections, Awards,

and Scholarships” Teams channel. All reviews and scoring must be completed by early June.

- An example of the matrix/rubric is located in the Scholarship/Awards folder in the “Elections, Awards, and Scholarship” Teams site.

V. Award announcements will occur in the June Staff Council general meeting.

c. Scholarships

I. A minimum of two scholarships are available to staff members pursuing undergraduate and graduate degrees at Texas State. Up to \$1,200 is awarded to each recipient; \$600 for fall and \$600 for spring. All scholarships are applied for and awarded via the [Bobcat Online Scholarship System \(BOSS\)](#). Descriptions are outlined on the Staff Council’s [Scholarships and Awards](#) webpage. A physical award is presented to the selected recipients at the in-person September Staff Council general meeting.

II. In January, the chair is responsible for coordinating with the [BOSS](#) office to ensure all committee members have access to review all Staff Council scholarship profiles. The chair/co-chair draft an email communication with all details of the scholarship application process and provide it to the Secretary who will request its dissemination via the Vice President, Chief of Staff’s office. A reminder message may be requested through the same process prior to the close of the scholarship application period.

III. Scholarship applications open on February 1 and close February 28.

- i. During the February Staff Council general meeting, the chair will remind attendees of the application and review timeline.

IV. In March, the chair will ensure all applicants are eligible (i.e. GPA, student status, credit hour, etc.) and then committee members are responsible for reviewing all applications and scoring them using the matrix/rubric provided in the “Elections, Awards, and Scholarships” Teams channel. All reviews and scoring must be completed by early April.

- i. An example of the matrix/rubric is located in the Scholarship/Awards folder in the “Elections, Awards, and Scholarship” Teams site.

V. In early April, the committee meets to confirm the scholarship recipient results and the winners are announced during the May Staff Council general meeting.

- i. After the winners are announced publicly, the chair/co-chair submits the official awardees in [BOSS](#). The recipient must accept the scholarship in [BOSS](#).

d. Other

I. Records and Archives are kept in the “Elections, Awards, and Scholarships” Teams channel’s files under the appropriate section (i.e. Elections or Scholarships/Awards).

E. Marketing, Events, and Fundraising

## 1. Responsibilities and Deliverables

### a. Marketing

- I. Update and maintain Staff Council website:  
<https://www.staffcouncil.txst.edu/>.
  - i. The manager of the website, traditionally the Chair, will request access to the website through the [Manage User Access Form](#) via ITAC.
  - ii. Gato and Calico training are required for all members who seek to have access to the website.
  - iii. Update the council member roster and headshots, standing committees, upcoming meetings, staff concerns status page, and other committee communications as needed (i.e. scholarships and awards).
- II. Enhance Staff Council visibility across campus.
  - i. Represent Staff Council at monthly New Employee Welcome II on the second Friday of every month. Presentations are 3-5 minutes in length. Contact Talent, Development, and Communications (TDC) ([hr\\_tdc@txstate.edu](mailto:hr_tdc@txstate.edu)). TDC has a running presentation but the committee can request to make updates as needed.
  - ii. Participate in university events such as Homecoming week or Bobcat Build. Participating in university events is important to raise awareness of Staff Council and give back to the institution.
- III. Create and distribute marketing materials.
  - i. Handouts for new employees included in their new employee welcome packet from HR. The handout describes the purpose of Staff Council and ways to get involved.
  - ii. Stickers for current staff members to distribute at staff events. These items are used to bring awareness to Staff Council.
- IV. Draft communications.
  - i. Fundraising emails are drafted through Microsoft Word. Email reminders about the Red Parking Permit raffle are sent around March 1 and April 1.
  - ii. Meeting highlights were discontinued in September 2023. Historically, meeting highlights were used when meeting minutes took more than two weeks to post to the website. Highlights were completed in Microsoft Word and shared pertinent information from the most recent meeting. Highlights were sent by the Chair to the Chief of Staff.

### b. Events

- ii. Plan and implement all Staff Council events.
  - i. Annual Staff Council retreat.
    - This event occurs in July in place of the regularly scheduled Staff Council general meeting. The retreat is five-hours in length, in-person, on the San Marcos campus.



- The retreat is used to set council goals for the upcoming year, provide an overview of member expectations, and review of all internal and external committees.
  - All members, including outgoing, and incoming members are expected to attend.
  - Schedule the date and time via Outlook calendar invitations, reserve a space (traditionally the 4<sup>th</sup> floor of Alkek), set the agenda, collect food allergies and order lunch, and request guest speakers/attendees as needed. The committee will arrive early to set up for the retreat and stay late to clean up.
- ii. New Staff Council member orientation.
- New member orientation is hosted online following elections, typically in June or July.
  - The committee sets the date and time of the event and finalizes the presentation. Orientation ranges from 30 minutes to one hour in length.
  - A member of the Executive committee hosts new member orientation. Note that new member orientation may be combined with the annual retreat.
- iii. Scholarship and award recognition ceremony.
- The scholarship and award recognition ceremony occurs during the in-person, September Staff Council general meeting.
  - Send Outlook calendar invitations to all scholarship and award recipients in July, reserve a space (i.e. Strahan Event Center), order snacks, request a photographer, print scholarship winner certificates, and request guest speakers as needed. The committee will arrive early to set up for the meeting and stay late to clean up.
  - The Chair of the Elections Committee is responsible for coordinating with the treasurer to order the plaques for the award winners. The committee confirms this is done prior to the event.
- c. Plan and implement annual fundraiser.
- i. Red Parking Permit raffle.
- Begin planning no later than February.
  - Request university sponsors for up to five parking permits. Previous donors include the President's Office, VP offices, and ITAC.
  - Update website and flyer with dates and sponsors.
  - Update university purchasing software with dates and purchasing options as needed. TouchNet has

been used from 2022-2024. See section 2 below for further details.

- Draft 2-3 emails for staff and faculty with information about the raffle. The Chair will send the email requests to the Vice President, Chief of Staff for distribution.
  - The raffle is available from the March meeting through the day before the May meeting.
  - Prior to the May meeting, the committee pulls the purchase reports in TouchNet. Using Microsoft Excel, the committee will create the list which will be scrambled during the May meeting so that the winners are selected at random.
  - The raffle winners are selected live during May meeting, after which the Secretary will send email notifications to the winners via the Staff Council email address CCing the Treasurer.
- b. Additional fundraising opportunities may be proposed to the general council as they are identified.
2. Other
- a. All documentation is saved in the Staff Council Teams site under the “Marketing, Events, and Fundraising” channel.
  - b. Fundraising will be completed through the current TXST purchasing platform, TouchNet.
    - i. The Treasurer must request access to TouchNet from [Kim Stringham](#) or another member of the Treasurer’s Office.

## F. UPPS

1. Responsibilities and Deliverables
- a. The UPPS committee serves as the official reviewer of University Policy and Procedure Statements (UPPS) as they come up for review.
    - i. Committee members are required to review all Employee Personnel and Records Policies (04.04). All other UPPS’ are reviewed as needed.
    - ii. The committee is committed to providing recommendations that best serve the interest of the staff as well as the mission and shared values of Texas State University.
2. Procedures
- a. Policies are sent to the Staff Council Chair and UPPS committee chair by the Administration liaison for review.
  - b. The committee chair posts the policies up for review in the Teams site under the “UPPS” channel via a Task and notifies the committee members of a pending UPPS review.
  - c. Committee members review the policy and provide feedback on the Teams site “UPPS” task.
  - d. Once reviewed, the UPPS committee chair compiles the responses and submits the recommendations back to the Administration liaison with a copy to the Staff Council Chair.
  - e. If there are no recommendations, the UPPS committee chair sends an email to the Administration liaison with a copy to the Staff Council Chair,

stating that the policy was reviewed and that Staff Council has no comments.

3. Other

- a. Any Staff Council member may provide recommendations on UPPS's that are up for review.
- b. For UPPS's which Staff Council serves as a Reviewer, the Staff Council Chair may appoint the UPPS Committee Chair to represent him/her for the review process. The Staff Council Chair or designee will work directly with the senior reviewer with comments and questions. The Staff Council chair will sign the approval sheet once Staff Council has reviewed and submitted feedback.

G. Standing Goals

The purpose of the standing goal committees are to address larger and/or the most frequently submitted staff concerns in order to research and develop recommendations and possible solutions to be submitted by the appropriate Executive committee member to the department/division for consideration. Staff Council recognizes the following areas as current standing goal committees. Goal committees may be added, deleted, or modified by Staff Council as the need arises.

1. Parking
2. Employee Benefits and Accessibility
3. Leave and Time Off

#### **IV. Amendment of Operating Procedures**

A. Proposal of Amendments

1. The Operating Procedures will be reviewed by Staff Council every year.
2. Any member desiring to amend the Operating Procedures shall submit the proposed amendment(s) in writing to the Council Effectiveness chair.
3. The Council Effectiveness committee shall review the proposed amendment(s) and recommend a course of action by Staff Council at its next regular meeting.
4. The Secretary shall send a copy of each amendment to the entire membership prior to the next regularly scheduled meeting. Voting will take place at the next month's regularly scheduled meeting. Exceptions may be made to the timeline of the proposed amendment(s) decision with the majority agreement of the Staff Council. Robert's Rules of Order shall form the guidelines for the adoption of any amendment(s) to the Operating Procedures.

B. Adoption of Amendments

1. Adoption of the proposed amendment(s) shall require a two-thirds vote of the members present and voting at general meeting provided notice has been given the previous month; or a two-thirds vote of the Staff Council membership if the voting is done online.