Minutes
Tuesday, October 11, 2016
10:00 a.m. – 11:50 a.m.
UAC 275

Members in attendance: Dana Chapman, Adam Clark, Sarah Drennan, Charles Evers, Paul Flores, Noel Fuller, Ana Lisa Garza, Deborah Howell, Neal Idais, Robert Jackson, Sonya Kraus, Kelly Laxson, Jeffery Magness, Stephanie Miller, Samantha Smith, Jodi Torrez, Corey Weber, Illona Weber, Elizabeth Welch

Members not in attendance: Excused – Virginia Blanchard, Julie Eriksen, Robert Hanna, Jessica Henry, Jennifer Johnson, Stephanie Korcheck, Jack Rahmann, Margie Rodriguez

(10:02) Call to Order – Adam Clark, Staff Council Chair

Robert’s Rules of Order – Jodi Torrez, Parliamentarian
Explained basic procedures regarding making motions and how discussions and votes are recorded

Vote to Approve July Minutes – 2015-16 members only
Vote to Approve August Minutes
Vote to Approve September Minutes
Due to Secretary’s absence, tabled until November meeting

Scheduling Staff Council Agenda Items – Adam Clark
Jessica Henry moved, Jodi Torrez seconded that the Council discuss the new agenda format

➢ Members generally like the new format; suggest adding time allowance per item
➢ Jessica moved that the new format be approved – not necessary
To enhance planning, email proposed agenda items – including internal and external committee reports/action items – the Monday before each Executive Committee meeting

Treasurer’s Report – Deborah Howell, Staff Council Treasurer (handout)
Deborah reviewed the status of each of the Council’s three accounts

Scholarships and Awards Committee – Ana Lisa Garza, Committee Chair
Adam Clark explained the donation history of Dr. Lawrence E. Estaville, Professor in the Department of Geography, to Staff Council’s awards and scholarships, and stated that Dr. Estaville would like to extend the Wahl and Rodriguez Staff Awards
Noel Fuller moved, and Adam Clark seconded, that the Scholarships and Awards Committee forecast costs for all scholarships; the motion was approved by voice vote.

Robert Jackson moved, and Adam Clark seconded, that the Scholarships and Awards Committee recommend to the full Council operating procedures for scholarships; the motion was approved by voice vote.

Ana Lisa Garza reported that the Scholarship and Awards Committee met to discuss and recommend amounts for the undergraduate and graduate scholarships. The committee noted that costs of attendance have remained largely the same. The committee recommends that the amounts for each scholarships be increased by $500; no action was taken by the Council.

Council members asked how the names for each award and scholarship are determined, and suggested that a brief explanation for each be added to the Council website. Ana Lisa Garza indicated that the committee will research the possibility of creating an endowment fund for scholarships and/or awards.

Jessica Henry moved, and Adam Clark seconded, that remaining scholarship action items be tabled until the Council’s November meeting; the motion was approved by voice vote.

Vote to Extend Wahl and Rodriguez Staff Awards – Adam Clark
Jessica Henry moved, and Robert Jackson seconded, that the Wahl and Rodriguez Staff Awards be extended; the motion was approved by voice vote.

Marketing Committee – Adam Clark, Committee Member
Jessica Henry moved, and Dana Chapman seconded, that the tag line, “Your Voice for a Better U,” be added to the Staff Council logo; the motion was approved by voice vote.

Stephanie Miller moved, and Noel Fuller seconded, that the revised New Employee Welcome Letter be tabled to allow all Council members to provide input to the Marketing Committee.

- Comments due by October 22

The committee is conducting a review of marketing-related bylaws and operating procedures and will recommend changes to the full Council at a later meeting.

Institutional Effectiveness Council – Stephanie Miller, Staff Council Chair-Elect
Stephanie provided an update on the latest Council meeting.

- Southern Association of Colleges and Schools (SACS) accreditation will occur in 2020
- Working to ensure all UPPS, PPS, other policies are up to date
- Staff Council also needs to ensure policies and operating procedures are current

Ana Lisa Garza moved, and Stephanie Miller seconded, that Staff Council create a new committee to focus on Council effectiveness and operations; the motion was approved by voice vote.

- The new committee will be responsible for recommending changes to Council bylaws and operating procedures
- The current UPPS & Bylaws Committee will now focus exclusively on UPPS review
- Stephanie will send out an email further explaining the new committee and seeking Council members interested in serving on it.
Staff Council Plaques Special Committee – Noel Fuller, Committee Chair
Staff Council Scholarships and Awards plaques have been installed in JCK, 3rd Floor, by the outside door leading to Old Main
2016 Winners will be added soon
An estimate for Staff Council signage on the wall will be presented for approval at November meeting

DISCUSSION FLSA Update – Stephanie Miller
New FLSA requirements scheduled to go into effect on November 27, 2016; however, a lawsuit is pending
Information was sent to the Council of Academic Deans – they are tasked with determining if a raise will be awarded to meet the new classification

DISCUSSION Announcements – All Staff Council Members
There were no announcements

DISCUSSION Review Parking Lot Items – Jodi Torrez
There were no parking lot items

(12:00) Adjournment
Jeffrey Magness moved adjournment, Noel Fuller seconded; the motion was approved by voice vote

Stephanie A. Korcheck, Secretary
Date of Approval

Texas State staff are welcome to attend any Staff Council meeting. If there is an issue or concern you would like the Council to address, please contact staffcouncil@txstate.edu. If you prefer to remain anonymous, please submit your concern using www.staffcouncil.txstate.edu/Staff-Concerns.

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 the expression of their views at Council meetings.

Minutes for Staff Council meetings are available at staffcouncil.txstate.edu/meetings/minutes.

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