MEMBERS
December 13, 2016
10:00 a.m. – 12:00 p.m.
UAC 474

Members in attendance: Dana Chapman, Leslie Cheromiah, Adam Clark, Charles Evers, Noel Fuller, Ana Lisa Garza, Robert Hanna, Deborah Howell, Neal Idais, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeffery Magness, Jacqueline Miles, Stephanie Miller, Margie Rodriguez, Samantha Smith, Jodi Torrez, Corey Weber, Illona Weber

Members not in attendance: Excused – Sarah Drennan, Paul Flores, Jessica Henry, Treena Herington, Jack Rahmann, Elizabeth Welch

(10:00)
Call to Order – Adam Clark, Staff Council Chair
Introduction of New Members
Leslie Cheromiah, Administrative Assistant II, Office of the Dean of Students
Treena Herington, Administrative Assistant III, Department of Anthropology
Jacqueline Miles, Senior Proposal Coordinator, Office of Sponsored Programs

New Committee Co-Chairs
Events – Jacqueline Miles
Operational Effectiveness – Robert Jackson

GUESTS
(10:01)
Item 1: Updates on Changes to the Fair Labor Standards Act (FLSA) and Other HR Topics – John McBride, Assistant Vice President, Human Resources; LynnAnn Brewer, Manager, Employment; Jeff Lund, Manager, Compensation/Employee Relations; Michelle Mortiz, Associate Director, Human Resources; Marsha Moore, Director, Professional Development

FLSA – US Department of Labor rules scheduled for implementation in December that raise the minimum salary requirement for non-exempt employees from $23660 to $47,476; affecting approximate 300 Texas State employees

➢ November federal court ruling prevents implementation; appeal scheduled for hearing in late January
➢ President-elect’s nominee for Labor Secretary opposes rules
➢ Current rules and university policies regarding overtime and timekeeping remain in place

Timekeeping

➢ Check HR’s Compensable Travel Time Chart for travel timekeeping; there are multiple scenarios for accurately recording travel time
➢ HR now notifies employee, supervisor, and time administrator when OT reaches 80 hours; also sending notices when compensatory time nears expiration

Master Data Center – Katie Bonner now leads; Teresa Duggins now working there

(01-08-17)
Healthcare
- New prescription drug carrier starting January 1, 2017
- Blue Cross Blue Shield will replace United Healthcare on September 1, 2017; information regarding co-pays, deductibles, etc. available in May

Employment
- New rules regarding preference for veterans in hiring process (see November 2017 Staff Council Minutes)
- Crosswalk will be available in 2017 for military and state job titles/duties

Performance Appraisal
- Training for supervisors and staff (train the trainer model) – if interested, contact Tammy Coyle (tc23)
- Appraisals will be conducted in Spring 2017

HR Website
- Employment website being rebranded to show benefits of working at Texas State
- Compensation website being overhauled to enhance user experience – expected in February

Professional Development
- Reimbursement for staff taking courses – must successfully complete; automatic reimbursement within 30 working days of grades being posted
- New Employee Welcome (NEW) replaces New Employee Orientation (NEO) with greater focus on university culture – held in end-zone complex, includes campus tour and broader exposure to university values
- Spring PD schedule available soon

GUEST Item 2: Upgrades and Changes to Texas State E-mail Accounts – Jen LaGrange, IT

Project Coordinator, IT Assistance Center (ITAC)
Employee accounts move to Office 365 on December 17
- Bobcat Mail requires login to Office 365
- May be prompted to change settings or update version
- Storage increases from 2GB to 50GB; also access to apps to enhance workflow

When an employee separates or leaves the institution, Office 365 will delete all data after 30 days – be sure to capture data for deactivated net IDs, even if employee will return

Email forwarding intended only for graduating students or temporary employees – Bob Hanna indicated that adjunct instructors need that function to deal with post-course issues (e.g., grade challenges); Jen indicated she will check into available options

ACTION Item 3: Meeting Minutes
(10:50)
a. October Minutes
   Not yet complete; deferred to next meeting
b. November Minutes
   Not yet complete; deferred to next meeting

DISCUSSION Item 4: Treasurer’s Report – Deb Howell, Staff Council Treasurer
(10:52)
Scholarship Fund – $8,052.74
Operating Fund – $906.26
Fundraising Account – $14,104.90 (As this is an income generating account, we are charged a fee of 3.5% per month for each expense we incur)
**ACTION**

(10:55)  
**Item 5: Executive Committee’s December 6 Meeting with President Trauth; Dr. Vicki Brittain, Special Assistant to the President; and Dr. Joanne H. Smith, Vice President for Student Affairs – Adam Clark (handout)**

Adam Clark and other Executive Committee members described the meeting (see handout of meeting summary)

Council members expressed interest in knowing the University Police Department officers assigned to their buildings, similar to community policing model, and would like to get UPD representative on Council

Stephanie Korcheck moved that the Marketing Committee develop a communication for all staff about the meeting for Council approval at the January meeting

- Concerns were raised about timeliness of communication and push back
- An amendment to the motion was made by Jennifer Johnson, seconded by Stephanie Miller, to distribute the meeting summary to all staff
- Stephanie Korcheck offered an amendment to her motion, seconded by Corey Weber, that an email be distributed to all staff summarizing the major points of the meeting
  - Stephanie Miller amended the motion, seconded by Adam Clark, to include the meeting summary handout – the motion was withdrawn
  - Jennifer Johnson amended the motion, seconded by Stephanie Miller, to add relevant resources and information to the Staff Council website
  - Deb Howell amended the motion, seconded by Jennifer Johnson, that the message be distributed in the HR Bulletin, instead of via email
  - The amended motion was defeated, with 9 voting in favor and 10 opposed

Robert Jackson moved that the meeting summary be sent to Drs. Trauth, Brittain, and Smith for their review/approval and that the Executive Committee draft a message for distribution to all staff as soon as possible; the motion was withdrawn

Noel Fuller moved, seconded by Robert Jackson, that the Executive Committee draft a message to staff and with approval of a majority of Committee members, the message would be distributed; the motion was defeated, with 7 voting in favor and 9 opposed

Jodi Torrez, Parliamentarian, reminded the Council that the bylaws allow for email voting on time sensitive issues

**DISCUSSION**

(11:45)  
**Item 6: Signage for JCK Staff Council Awards Wall – Noel Fuller, Member-at-Large for Logistics**

Facilities is working with an outside vendor to obtain estimate; hope to have action item for January meeting

**DISCUSSION**

(11:46)  
**Item 7: Spring Fundraiser Update – Stephanie Miller, Fundraising Committee Chair**

Raffle ticket sales will begin in February and end in May

**DISCUSSION**

(11:47)  
**Item 8: Review Parking Lot Items – Jodi Torrez**

Ask UPD about community policing approach

**DISCUSSION**

(11:48)  
**Item 9: Member Announcements**

Illona Weber was congratulated on being named Texas State’s November Employee of the Month
Adam Clark was congratulated on receiving his master’s degree at December commencement ceremonies

(11:48) Adjournment
Adam Clark moved adjournment, Ana Lisa Garza seconded; the motion was approved by voice vote

Stephanie A. Korcheck, Secretary
Staff Council

Date of Approval

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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.

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