MINUTES
February 14, 2017
10:00 a.m. – 12:00 p.m.
UAC 474

Members in attendance: Dana Chapman, Leslie Cherominiah, Adam Clark, Noel Fuller, Ana Lisa Garza, Robert Hanna, Treena Herington, Deborah Howell, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeffery Magness, Stephanie Miller, Margie Rodriguez, Jodi Torrez, Corey Weber, Ilonna Weber, Elizabeth Welch

Members not in attendance: Excused – Sarah Drennan, Charles Evers, Neal Idais, Jacqueline Miles, Jack Rahmann, Samantha Smith; Unexcused – Paul Flores

Texas State Staff:
• Human Resources – Jeff Lund, Manager, Compensation/Employee Relations
• New Texas State Staff Member – Melissa Yip-Santellana, Career Counselor, Career Services

(10:00) Call to Order – Adam Clark, Staff Council Chair

(10:01) Item 2: Bobcat Build Regarding April 1 Event – Grisell Perez-Carey, Staff Advisor; Scott Cuming, Operations Co-Chair
City-wide event on April 1; 9am sign-in for volunteers
Registration for property owners and volunteers ends March 1
Second largest student-led project in state – over 4,000 students, 300 houses
Dana Chapman, Special Events Committee Chair, will send sign up email for Staff Council volunteers and other interested staff

(10:06) Item 1: Texas State Employees Union (TSEU) Update – Seth Hutchinson, Organizing Coordinator; Taylor Jones, Organizer
TSEU is union for state agency and university employees – over 11,000 members
Monitors and lobbies on issues of importance to employees – salaries and raises, pensions, health care, etc.
Hiring freeze was unexpected given funds for current fiscal year were already appropriated – working with House to address concerns
Current proposals to freeze tuition increases and cut appropriations during continued enrollment growth would result in increased workload, fewer staff, increased vacancies
Advocating for across the board $6000 raises – recent law exempted universities from required agency raises
Seeking increases in formula funding and fighting performance-based funding, which ignores demographic realities of our students
Fighting bill to eliminate tuition set-asides for low-income students
Concerned about continuing efforts to privatize/outsourse services due to decreased quality
Cuts in pension fund have resulted in three different tiers based on hiring date; fighting proposals for move to 401(k) system
Working to restore designated higher education seat on TRS Board
Invitation for Texas State staff to join efforts and let voice be heard

IMPORTANT NOTE: State law prohibits any state employee from using Texas State resources (e.g., computers, phones) to advocate for or against any proposed legislation

**ACTION**

**Item 3: January Meeting Minutes (handout)**
Jodi Torrez moved, and Jennifer Johnson seconded, that the minutes be approved; the motion was approved by voice vote

**DISCUSSION**

**Item 4: Treasurer’s Report – Deb Howell, Staff Council Treasurer**
M&O and Scholarship accounts had no activity from the previous month; current balances are $897.86 (M&O) and $8,052.74 (Scholarship)
The following expenditures were applied to the Fundraising account:
- $500.00 – Spring 2017 Disbursement of Scholarship Payment
- $35.69 – Ad for Raffle
- $206.62 – Raffle Tickets
- $24.57 – Cash Box for Fundraising Collections
Current Fundraising account balance is $13,338.02

**ACTION**

**Item 5: Signage on JCK Staff Council Awards Wall – Noel Fuller, Member at Large - Logistics (handout)**
Council members discussed the various options presented in the handout
Robert Jackson moved that Option 3 be approved, Robert Hanna seconded, the motion was approved by voice vote

**DISCUSSION**

**Item 10: Concerns about Quality of Custodial Work – Noel Fuller with Kim Graves, Director, Custodial Operations; Fermin Torrez, Assistant Director, Custodial Operations; John Gaddis, Contract Specialist, Facilities Management**
Adam Clark reported that a faculty member submitted complaint via Staff Council website regarding lack of upkeep in restrooms and garbage in unsecured areas of his building; the faculty member also contacted Facilities
Council members expressed concerns regarding inconsistent or incomplete services
As an overview and then in response to several questions, John Gaddis noted the following:
- Need to differentiate between Texas State and outsourced personnel
- Consistency remains biggest issue and they are trying to be proactive
- Contractor is losing staff to new Amazon facility; working with them to increase salaries and retention
- Staff and faculty need to do their part to keep our areas clean
- Need to treat all custodians with respect and provide space for their break times
- Texas State custodians are always concerned about losing their jobs or being outsourced; as they separate from university, positions are moved to contractor
- Facilities webpage identifies spaces serviced by Texas State vs. contractor custodians
- Job duties detailing what should be done and when are provided as general guidelines – these can change based on special events, meetings, etc.
- Work to resolve recurring problems within reasonable timeline; contractor is docked if issue is not resolved by designated date
Council members suggested that
- Facilities needs to clearly communicate to staff and faculty what should be expected and when special events will cause changes to normal services
DISCUSSION

Item 6: Spring 2017 Fundraiser Packets & Instructions – Stephanie Miller, Fundraising Committee Chair (handouts)
Raffle has been published in HR Bulletin
Handout provides details on tickets, eligibility, tracking sales, turning in tickets and money, etc.
Council members received their tickets and will receive via email
- JPEG of flyer – stamp is not required for posting in non-public staff areas
- Sales tracking spreadsheet

Item 7: Operational Effectiveness Committee Update – Stephanie Korcheck, Chair
First meeting held on January 25; will meet the 4th Wednesday of every month
Began to organize work focused on
- strategic planning process that targets improving the image of Council as an effective advocate for staff that gets things done
- improving the efficiency and timeliness of the Council’s workflow
- updating bylaws and operating procedures
- annual surveys for exiting and current members
Work plan will be presented next month
Committees may begin updating operating procedures and any related bylaws

Item 8: Elections Committee Update
Will notify staff of nominations and voting periods via HR Bulletin and emails
Current members will be asked if they intend to remain, leave, or run for another term
Send ideas to committee for changes to the process (e.g., new standards for access, mobile voting)
Worked to eliminate problems from last year’s process; automated system makes changes difficult
Need to improve retention – for those members that left this year, Adam Clark reported the most cited reason was increased workload
For all nominees
- Supervisor has been emailed to seek support of their employee’s service
- Nominee received email outlining responsibilities of being on Council and how to proceed with process

Item 9: Additional Work or Outside Employment beyond Regular Duties – Deb Howell, Staff Council Treasurer
Staff member complaint that application of rules allowing payment has been inconsistent
Jeff Lund explained the parameters
- Must be work or event outside regular duties
- If outside department, designed for single task or event; not meant for multiple events or duties over long period of time
- Have to stay within FLSA status and account for time
- Handled on a case-by-case basis

Item 11: Review Parking Lot Items – Jodi Torrez
Noel Fuller will follow-up with Facilities regarding improving communication about custodial services and expectations
DISCUSSION
(11:51) Item 12: Member Announcements
Thus far, only 2 graduate and 1 undergraduate scholarship applications; closes on February 28 – Adam Clark will work with the President’s office to send email
Jeff Lund announced that HR is conducting a salary study – Jodi Torrez and Robert Jackson expressed interest in assisting

(11:53) Adjournment
Adam Clark moved adjournment, Stephanie Miller seconded; the motion was approved by voice vote

Stephanie A. Korcheck, Secretary
Staff Council

6/13/2017
Date of Approval

Remaining 2016-17 Meetings: March 21, April 11, May 9, June 13, July 11, August 8

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.

Like us on Facebook! www.facebook.com/TexasStateStaffCouncil
TSEU is an 11,000+ member organization of and for state employees and retirees. Our members live in every part of the state, and work in nearly every state agency and state university. We unite employees across all lines of job title, geography, and employing agency/university to build the strongest possible grassroots organization, one that has the strength to speak effectively in the Capitol and in our offices, facilities, and institutions.

THE STRONG, UNITED VOICE OF TEXAS STATE EMPLOYEES

Founded in 1980, TSEU is part of the Communications Workers of America, a 700,000 member national union comprised of media, telecommunications, health care, higher education, and public employees. We have built our organization and mobilized our members to fight for the people we serve, as well as for ourselves on the job.

OUR LONG-TERM AGENDA INCLUDES:

- Fair pay; affordable, quality health care for us and our families; a secure pension to assure a decent life for retired state employees; and justice on the job
- Fully funded, first-class state services and universities for the people of Texas
- The right of Texans to have services provided by public employees who are accountable to elected officials and to the people of Texas

www.cwa-tseu.org
What difference can a union make?

During the 2015 legislative session, TSEU members led the fight:
- for an across-the-board flat, amount raise for state workers
- to stop attempts to convert our defined benefit pensions into 401(k) style defined contribution plans
- to protect our health care benefits from cuts and attacks
- to increase state funding to our retirement plans
- to increase staffing levels, reduce workloads, and improve the quality of state services

By bringing thousands of new members into TSEU, by generating thousands of letters, postcards, phone calls, and in-person visits with legislators, by working with a statewide coalition of advocacy and social service organizations along with many unions, and by bringing close to 1,000 people to the Capitol for our State Employee/Retiree Lobby Day, TSEU and our allies were able to win many important victories for state employees, retirees, and the services we provide.

- TSEU members won the biggest increase in history in state funding for our pension funds. The additional funding brings us that much closer to winning a cost of living increase for ERS and TRS retirees. It also ensures that current state employees will have a secure retirement waiting for them.
- TSEU members also fought hard for a REAL, across-the-board pay raise for all state workers. Although we didn’t win one in 2015, we are organizing more state employees into our union so that we will have the strength to win a real raise in the 2017 legislative session.
- In the 2015 legislative session, union members also defeated attempts to close 6 state supported living centers, privatize state hospitals, make all state workers “at-will,” and we defeated several attempts to strip state workers and retirees of our right to join the union.

MOVING FORWARD!

The 2015 legislative session showed that state employees are only going to win on our issues through organizing and grassroots political action. We still have a lot of work to do in winning real raises that keep up with the cost of living, protecting our health care and pension benefits, ensuring that Texas provides quality state services to its citizens, and stopping attempts to silence state workers by busting our union. TSEU is leading the fight and the more state employees involved in our movement, the more powerful we all are. JOIN TSEU TODAY!
Make TSEU unbreakable!

In the last legislative session, anti-state state services lawmakers pushed a bill that was designed to destroy public employee unions in Texas, and by doing so, silence state workers and retirees. Senate Bill 1968 would have banned our union from collecting membership dues through automatic payroll deduction. They nearly won, but TSEU members across Texas mobilized and organized to stop the attack for now.

WE KNOW THEY'LL BE BACK! This attack on the right of state workers and retirees to have a voice was launched by corporate and anti-state services interests like the Koch brothers, the American Legislative Exchange Council (ALEC), and the National Federation of Independent Business (NFIB). These groups are trying to destroy public employee unions because organizations of state workers like TSEU have been successful in stopping their agenda. And what is it they hope to achieve by weakening TSEU and silencing state workers and retirees?

- Privatization of state services
- Converting ERS and TRS to 401 (k) style defined contribution plans
- Defunding of state programs and services like Medicaid, unemployment benefits, and higher education

For more than 30 years, TSEU members have been on the front lines stopping these attempts, and now, they are coming after us directly by trying to bust our union.

We won't let them silence us! TSEU members are fighting back by taking 2 key steps:

Joining COPE, TSEU's political action fund. TSEU can't use dues funds for direct political work. State workers and retirees must have the political muscle to elect lawmakers who will vote FOR state services and state employees instead of against us.

Authorizing bank draft dues. We know that bills like SB 1968 will be back, and they may pass. We must make TSEU unbreakable by preparing to switch our membership dues over to bank draft collection in the event that payroll deduction is no longer an option for membership.

The Committee on Political Education

YES, I want to help build our political power by joining CWA COPE. I authorize TSEU to draft my account monthly for the amount that I have indicated and to forward these funds to CWA COPE.

NAME ______________________________ SOCIAL SECURITY # ______________________________

MAILING ADDRESS ______________________________ STREET / PO BOX ______________________________

HOME PHONE (_____) ______________________________ WORKPHONE (_____) ______________________________

EMAIL ______________________________ AGENCY / ORGANIZATION ______________________________

BANK NAME ______________________________ BANKADDRESS ______________________________

ROUTING # ______________________________ ACCOUNT # ______________________________

DRAFT FROM (CHECK ONE) [ ] CHECKING [ ] SAVINGS

COPE CLUB ______________________________

MONTHLY DEDUCTION AMOUNT: [ ] $5.00 [ ] $10.00

DRAFT BEGINS MONTH OF ______________________________, 20__

PLATINUM QUORUM [ ] $20.00 TRIPLE QUORUM [ ] $30.00 OTHER AMOUNT [ ]

If dues deduction from my salary or wages becomes prohibited by law, I authorize Texas State Employees Union / CWA (TSEU) to commence and continue deducting my monthly TSEU dues from the bank or credit union account identified immediately above, in the same monthly dues amount as then on file with TSEU. (Initial box at right)

SIGNATURE ______________________________ DATE ________________

This authorization is voluntarily made based on my specific understanding that: The signing of this authorization card and the making of contributions to CWA COPE PC are not conditions of membership in the union nor of employment with the company that I may refuse to do so without fear of reprisal.
TSEU VICTORIES

We have not won every fight, but we are proud of our victories, which have brought major improvements in our jobs and our benefits and in the quality of state services we provide.

... IN 1988, won a landmark race and gender discrimination lawsuit against Stephen F. Austin State University, and $800,000 in back pay for employees.

... IN 1989, won the first ever state contribution for dependent health coverage. Previously employees paid the full cost for dependents. The contribution, initially about 29%, was increased to 40% in 1992 and the current 50% in 1993.

... IN 1992, defeated a plan to close down all or most state schools for Texans with developmental disabilities. TSEU, in a coalition with family organizations, continues to work for better funding for a full spectrum of services and genuine choice for individuals with developmental disabilities or mental illness, and their families.

... IN 1997, won the first flat-amount, across-the-board pay raise for state employees: a $1200 increase for every state employee. In 1999 we won another $1200 across-the-board pay raise, and other raises in 2001 and 2005. TSEU has supported “flat amount” pay raises because they help low-paid state employees get a raise that makes a difference.

... IN 1999, won 400 new positions in child and adult protective services. We also won inclusion in the LECOSRF supplemental retirement system for Parole Officers. The LECOSRF system, meant to provide additional benefits for criminal justice employees in dangerous positions, had left out parole officers for over 20 years.

... IN 2002, working in coalition with community activists and families of state school residents, we defeated a proposal to cut $44 million in state funding from the MHMR budget.

... IN 2003, TSEU candidate Yolanda Griego was elected to the Employees Retirement System Board of Trustees. She is the first minority to serve on the ERS Board. TSEU won the election of the first frontline state employee – Adult Protective Services worker Janice Zitelman – to the Board of the Employees Retirement System in 1989.

... IN 2005, working with allies, won an increase in the state contribution to employees’ retirement from 5% to 6.45%. The contributor had been at the constitutional minimum of 6% since 1996, causing long-term shortages in the pension fund that have prevented retirees from receiving cost-of-living increases. TSEU continues to work for full-funding of the state employee retirement programs, and COLA’s for retirees.

... IN 2007, won a three year battle to stop the privatization of the state’s human services eligibility system. In March of 2007, the State cancelled a five year, $86 million contract it held with Accenture Corp. and began the process of rebuilding the state-operated eligibility system.

... IN 2009, members fought to make sure grievance rights were preserved and “Fire at Will” measures were defeated. Members worked to kill a provision making state supported living center workers “at will”. This provision would have given state living centers the authority to fire employees without having to justify the firing and would have eliminated all grievance and complaint rights.

... IN 2011, defeated attempts to eliminate longevity pay, averted massive layoffs, and protected our health care benefits. A TSEU campaign elected PFA&L employee Karen Charleston to the Teacher Retirement System Board of Trustees. TRS governs our state university pension plan.

... IN 2013, won the first across-the-board pay raise since 2008: $1200/year or 3% divided over a two year period and stopped attempts to convert our pensions to 401(k)-style plans.

... IN 2015, increased state funding to our pension to its highest level in history, defeated attempts to close SSLC’s and privatize state hospitals, and defeated attempts to silence state workers by banning payroll deduction of dues for union membership. TSEU successfully campaigned to elect Ilesa Daniels to the ERS Board of Trustees. She is now the first African-American to ever serve on the Board.

IN 2017 AND BEYOND: TSEU will continue to lead the fight for a REAL across-the-board pay raise and a cost-of-living increase for state retirees. We will also continue our fight against the union-busters who wish to silence state workers and slash state services.
SECTION A: AGENCY USE ONLY

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SECTION B: EMPLOYEE INFORMATION

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<tr>
<th>EMPLOYEE ID #</th>
<th>E-MAIL ADDRESS (SUITABLE FOR RECEIVING TSEU CORRESPONDENCE)</th>
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<th>FACILITY / LOCATION</th>
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☐ N  ☐ U  ☐ RR  ORG: ______

SECTION C: MEMBERSHIP AND AUTHORIZATION

Membership dues and effective date of payroll deduction: the 1st day of ________, 20____

☐ $16 - salary below $20,000  ☐ $19 - salary $20,000 - $25,000  ☐ $22 - salary $25,000 - $30,000
☐ $25 - salary over $30,000  ☐ OTHER $_______

AUTHORIZATION: I authorize the monthly deduction from my salary or wages for membership dues to TSEU. I understand that I may revoke this authorization at any time by written notice.

________________________  ______________________
EMPLOYEE SIGNATURE        DATE

I agree to comply with the rules adopted by the Comptroller concerning deductions for membership dues.
TSEU-FAQ

Frequently Asked Questions

Who can join TSEU?
There's no restriction on who can join, as long as they are a state employee or retiree. TSEU welcomes any state employee/retiree who believes in our program.

How do I join?
You join TSEU by filling out a membership form and giving it to any TSEU organizer, committee member, or TSEU office.

How much are dues?
Monthly TSEU dues are on a sliding scale based on salary. See the membership form included in this pamphlet to determine the level of your dues.

What is dues money used for?
TSEU is funded solely by members' dues, which keeps us independent. Over 97% of our income is used to support direct organizing work or activities to win victories for state employees and retirees.

Does dues money support political candidates?
No dues money can be used for political activities. TSEU and our national union have a separate political action fund — CWA-COPE — that is used for political action. Participation is optional for members, although we encourage members to join CWA-COPE. There are more details and a COPE sign-up form inside.

How do I get in touch with TSEU?
TSEU has a number of offices across Texas, with our headquarters located in Austin. Most union work is organized geographically, so contact your nearest TSEU office if you would like to speak with TSEU staff.

AUSTIN: 512.448-4225
1700 South 1st Street
Austin, TX 78704
SAN ANTONIO: 210.354-2900
454 Soledad, Ste R-200
San Antonio, TX 78205
SOUTHEAST: 713.661-9030
9247 South Main
Houston, TX 77025
NORTH TEXAS: 214.942-4305
737 S. RL Thornton Fwy, # B
Dallas, TX 75203
VALLEY: 956.428-0251
801 N. 13th Street, Ste 13
Harlingen, TX 78550
WEST TEXAS: 806.741-0044
2002 Avenue J
Lubbock, TX 79405

ALWAYS ONLINE AT:
cwa-tseu.org
FACEBOOK:
facebook.com/CWA.TSEU
TWITTER:
twitter.com/cwa6186

Fold into this mailing slot personal information is inside. Seal with tape and send flat.

AUSTRALIA TX 78704-9965
1700 S 1ST ST
TEXAS STATE EMPLOYEES UNION/CWA
POSTAGE WILL BE PAID BY ADDRESSEE
BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 4820 AUSTIN, TX
**Sign Crafters, Inc. TSCL #18033**
2401 IH 35 South
San Marcos, TX 78666
Ph: (512) 392-0900
FAX: (512) 392-3363
Email: info@signcrafters.net

**Estimate #: 42915**

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**Created Date:** 1/19/2017 11:37:35AM  
**Salesperson:** Joe Paniagua  
**Email:** joe@signcrafters.net  
**Not Specified:** (512) 392-0900  
**Not Specified:** (512) 392-3363  
**Entered by:** Joe Paniagua  
**Prepared For:** Texas State University Facilities Department  
**Contact:** Joseph Runyon  
**Office Phone:** (512) 245-2154  
**Cell Phone:** (737) 212-3235  
**Email:** jar402@txstate.edu  
**Address:** PO Box 747  
accounts payable  
San Marcos, TX 78666

**Description:** Plex logo w/flat star (TSU logo-Staff Council) Option 1 / #754-Signage Installation & Fabrication IDIQ-2014 Contract

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<th>Unit Price</th>
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**Product:** Custom sign  
**Description:** OPTION 1 - 11.125" x 48" x.25" thick acrylic logo w/flat star to be installed flush mounted on designated wall.  
$112.50 - Materials  
$258.75 - Labor  
**Quantity:** 1  
**Side(s):** Single Sided  
**Product Code:** Custom sign.  
**Height: 0 in Width: 0 in**  
**Background Color:** Custom  
**Foreground Color:** Custom  
**Font:** Custom  
**Text:** TEXAS (Star) STATE  
**STAFF COUNCIL**

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<th>Quantity</th>
<th>Price</th>
<th>Unit Price</th>
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<tr>
<td>1.5</td>
<td>$166.50</td>
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<td>$166.50</td>
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**Product:** Install w/ pickup 1 man  
**Description:** Installation of sign using 1 man with pick-up truck.  
**Quantity:** 1.5  
**Side(s):** Single Sided  
**Product Code:** Install w/ pickup 1 man.  
**Height: 0 in Width: 0 in**

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**Notes:** Install at JC Kellam - 3rd Floor - Texas State University

**Estimate Total:** $537.75  
**Subtotal:** $537.75  
**Total:** $537.75

**Payment Terms:** All Payments are due at our offices within 30 days of order completion or additional interest of 1.5% per month will be assessed.

**Client Reply Request**

- [ ] Estimate Accepted "As is". Please proceed with Order.  
- [ ] Other:  
  SIGN: ___________________________  
  Date: __________

**Print Date:** 1/19/2017 12:15:56PM

**Graphic Control**
TEXAS STATE UNIVERSITY

STAFF COUNCIL

OPTION 1

(1) 11.125" X 48" OVERALL PLEX LOGO TO BE INSTALLED ON DESIGNATED AREA OF WALL ABOVE PLAQUES.
OPTION 1 - REFER TO DRAWING TO THE LEFT.

BLACK
MAROON
PMS# 504
GOLD
PMS# 872

CLIENT: TEXAS STATE UNIVERSITY - FACILITIES - STAFF COUNCIL
FILE: TEXAS STATE STAFF COUNCIL JOE-C DRIVE JOBS
DATE: 1-17-17

APPROVAL: 
DATE: 
WITH CHANGES AS NOTED

TYPE OF SIGNAGE: PLEX FLAT CUT OUTS
INSTALL: APPLIED TO WALL
LOCATION: JC KELLAM-3rd FLOOR-TEXAS STATE UNIVERSITY
<table>
<thead>
<tr>
<th>Description:</th>
<th>Plex logo w/ flat star (TSU logo-Staff Council) Option 2 / #754-Signage Installation &amp; Fabrication IDIQ-2014 Contract</th>
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<td><strong>Product:</strong></td>
<td>Custom sign</td>
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<tr>
<td><strong>Description:</strong></td>
<td>OPTION 2 - 11.125&quot; x 48&quot; x 0.25&quot; thick acrylic logo w/ flat star to be installed both stand off &amp; flush mounted on designated wall. $112.50 - Materials, $264.25 - Labor</td>
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<td><strong>Subtotal:</strong></td>
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**Notes:** Install at JC Kellam - 3rd Floor - Texas State University

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**Client Reply Request**

- Estimate Accepted "As is". Please proceed with Order.
- Changes required, please contact me.

**SIGN:** ___________________________  **Date:** 1/1/17

**Print Date:** 1/19/2017 12:23:03PM

**Graphic Control**
(1) 11.25" x 48" overall plex logo to be installed on designated area of wall above plaques. Option 2 - refer to drawing to the left.
Created Date: 1/19/2017 11:58:23AM
Salesperson: Joe Paniagua
Email: joe@signcrafters.net
Not Specified: (512) 392-0900
Not Specified: (512) 392-3363
Entered by: Joe Paniagua

Prepared For: Texas State University Facilities Depart
Contact: Joseph Runyon
Office Phone: (512) 245-2154
Cell Phone: (737) 212-3235
Email: jar402@txstate.edu
Address: PO Box 747
accounts payable
San Marcos, TX 78666

Description: Plex logo w/prismatic star (TSU logo-Staff Council) Option 3 / #754-Signage Installation & Fabrication IDIQ-2014 Contract

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom sign</td>
<td>1</td>
<td>$550.55</td>
<td>$550.55</td>
<td>$550.55</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTION 3 - 11.125&quot; x 48&quot; x.25&quot; thick acrylic logo w/prismatic star to be installed both stand off &amp; flush mounted on designated wall. $180.50 - Materials $370.50 - Labor</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Side(s):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Sided</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Product Code:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom sign.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Height:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 in Width:</td>
<td>0 in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Background Color:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Foreground Color: Custom Font: Custom</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Text:</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEXAS (Star) STATE</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>STAFF COUNCIL</td>
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</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
<th>Unit Price</th>
<th>Subtotal</th>
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</thead>
<tbody>
<tr>
<td>Install w/ pickup 1 man</td>
<td>2.5</td>
<td>$277.50</td>
<td>$111.00</td>
<td>$277.50</td>
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<tr>
<td><strong>Description:</strong></td>
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<tr>
<td>Installation of sign using 1 man with pick-up truck.</td>
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<tr>
<td><strong>Quantity:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
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<tr>
<td><strong>Side(s):</strong></td>
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</tr>
<tr>
<td>Single Sided</td>
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</tr>
<tr>
<td><strong>Product Code:</strong></td>
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<td></td>
</tr>
<tr>
<td>Install w/ pickup 1 man.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Height:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 in Width:</td>
<td>0 in</td>
<td></td>
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<td></td>
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Notes | Install at JC Kellam - 3 rd Floor - Texas State University

<table>
<thead>
<tr>
<th>Estimate Total:</th>
<th>$828.05</th>
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<tbody>
<tr>
<td>Subtotal:</td>
<td>$828.05</td>
</tr>
<tr>
<td>Total:</td>
<td>$828.05</td>
</tr>
</tbody>
</table>

Payment Terms: All Payments are due at our offices within 30 days of order completion or additional interest of 1.5% per month will be assessed.

Client Reply Request
☐ Estimate Accepted "As Is". Please proceed with Order.
☐ Other: ____________________________
☐ Changes required, please contact me.
SIGN: ____________________________ Date: / /

Print Date: 1/19/2017 12:26:01PM

Graphic Control
(1) 11.125" X 48" OVERALL PLEX LOGO TO BE INSTALLED ON DESIGNATED AREA OF WALL ABOVE PLAQUES.
OPTION 3 - REFER TO DRAWING TO THE LEFT.
1. **Timeline**
   a. Start: February 15, 2017
   b. End: May 4, 2017
   c. Drawing: May 9, 2017

2. **Sales**
   a. Prices: 1 for $5 and 3 for $10
   b. Payment
      i. Cash
      ii. Checks
         1. Payable to TX State
         2. Include "Staff Council" on the memo line.
   c. Raffle only open to Red-Permit eligible staff members
   d. For every $1,000 we raise over $2K, we will give away an additional Red Parking Permit.

3. **Goals & Incentive Drawing**
   a. 3 Levels of ticket sales goals
      i. Bronze – 40+ tickets
      ii. Silver – 45+ tickets
      iii. Gold – 50+ tickets
   b. Those meeting the sales goal of 40+ tickets will be included in at least one of our Incentive Drawings
      i. Drawing winners get their choice of prize from items still available.
      ii. **GOLD**: 3 tickets drawn (then included with Silver Drawings)
      iii. **SILVER**: 3 tickets drawn (then included with Bronze Drawings)
      iv. **BRONZE**: 5-6 tickets drawn for the remaining prizes
   c. Members are limited to ONE prize

4. **Tracking & Collections**
   a. Packet contains 40 tickets & 4 advertising flyers
   b. Seller’s name should be on all tickets to be entered in the Incentive Drawing
   c. If you give your tickets away for someone else to sell, you no longer get credit for that ticket.
   d. Staff contacting the general Staff Council email for tickets will be directed to Margie, where NO ONE will get credit for selling the tickets.
   e. Request additional tickets (by appt.):
      Margie Rodriguez, HPB 201
   f. Turn in ticket stubs and monies (by appt.):
      Stephanie Miller, UAC 174-B

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**Incentive Prizes**

(additional prizes may be added)

a. Rose Garden Lunch vouchers, 2 pack
b. Meadow Center Boat Tour tickets, 4 pack
c. Schlitterbahn Day Passes, Family 4 pack
d. Well Cats training session and gift basket
e. Student Recreation Center, 1 semester pass
f. Student Recreation Center, 1 semester pass
g. Garcia's $10 gift card
h. ZQ fitness – 1 month of free classes
i. Fine Arts season passes, 2 pack
j. Fine Arts season passes, 2 pack
k. Fine Arts season passes, 4 pack