Minutes of Staff Council
Tuesday, October 12, 2010
10:00 a.m. - 12:00 noon Flowers Hall Rm 230


Absentees: Philip Holden, Karen Munoz, Raquel Voytowich, Angelika Wahl

Guests: Dr. Robert Gratz, Jane Hughson and Lara Collins

Call to Order and Welcome
The meeting was called to order by the Chair Krista Haynes.

Approval of Minutes
September minutes were unanimously approved.

Guest: Dr. Robert Gratz, Special Assistant to the President, Texas State University-San Marcos
Dr. Gratz thanked the council for the extraordinary service they provide to the university. The first person a visitor to campus meets is usually a staff member. Staff plays a critical role in representing the university. Texas State is the 44th largest university in the country and despite our size, the campus still feels like a small school and a big part of that feeling is the way we interact with each other and with students. Dr. Gratz updated the council on the reaffirmation process. The Commissions’ Compliance and Reports Committee will meet in December and Dr. Gratz is confident of a favorable outcome for Texas State. Texas State has achieved Hispanic Serving Institution status two years earlier than expected. Texas State has added two new doctoral programs, Doctor Education and Doctor of Philosophy degrees, bringing the number of Texas State’s doctoral programs to 11. An update on the budget is not available at this time. The 82nd Legislative Session will convene in January. President Trauth has completed the 1st hearing with the Legislative Board and stressed the fact that Texas State is an extremely efficient steward of funds. Dr. Gratz encouraged the council to keep with the good work and continue to be a visible force on campus.

Guest: Jane Hughson, Assistant Director, Technology Resource Business Services
Jane gave an overview of Parliamentary Procedure using Robert’s Rules of Order. The council participated in a skit that did not follow Robert’s Rule of Order and a skit using Robert’s Rules of Order to show council the correct way a meeting should be conducted. Jane stated the hierarchy of rules is the Council’s by-laws and operating procedures then Robert’s Rule of Order. She also stressed the value of accurate meeting minutes since the minutes are of historical value. Jane suggested several books on Robert’s Rules of Order that would be beneficial for council.

Committees:
By-Laws/UPPS, Joe Sumbera
The committee met and discussed the need for updating the operating procedures. The last time operating procedures were updated was in 2008. The By-laws and UPPS Committee is responsible for updating operating procedures. Each committee will forward updates to the By-laws and UPPS Committee. The recommended updates will be brought before council for discussion and approval. Joe made a motion: Staff Council address how often operating procedures need to be updated and what the deadline for such updates should be. After discussion, Joe made an amendment to the motion: Staff Council to decide how often operating procedures need to be updated and the deadline for updates. Motion was seconded by Sue. Motion passed. April made a motion: Staff Council will review operating procedures every two years and revisions complete in its entirety by January 1st of subsequent years, excluding this year. After discussion, April amended the motion to read: Staff Council will review operating procedures every two years and revisions complete in its entirety by the February meeting. Motion seconded by Will. Motion passed.

Compensation, Kathy Myres
No report
Elections, Jerry DeLeon
No Report

Fundraising, Sue Stewart
Barbeque fundraiser will be Friday, November 5, 2010 in Alkek 105 and 106 from 11:00 a.m – 1:00 p.m. Dine in, drive through and delivery will be available. Each council member will be responsible for selling 30 tickets at $7.00 each. Fuschack’s will deliver the food and council members will assist in assembling plates. Proceeds from the event fund the Miguel Hernandez Staff Council Scholarship which is awarded annually to a Texas State staff member enrolled in classes.

Scholarship/Awards, Kay Yaklin
The committee met October 6th and reviewed criteria and dates for Staff Council Awards and the Miguel Hernandez Staff Council Scholarship. The committee agreed to change the deadline date on the awards from March 31st to February 28th and to add a disclaimer at the bottom of the applications to read: “Members Serving on University Staff Council Are Not Eligible.” This disclaimer will also be on the Miguel Hernandez Staff Council Scholarship application. The committee agreed to change the wording on section 07.01.04 of the operating procedures and add section 07.01.05 of the operating procedures. Kay made the following motions to be voted on as all one motion:

Motion 1: Change wording on 07.01.04 in the Texas State University-San Marcos Staff Council Operating Procedures under 07 Scholarship and Award Committee to: Develop, enhance, and maintain the Deborah and James Mathews Staff Award for Excellence in Collaboration/Outreach Award, the Earl L. Moseley, Jr. Staff Community Service Award, the Rodrigo Rodriguez Outstanding Custodian Award, the Tina G. Schultz Staff Excellence Award, and the Angelika L. Wahl Staff Diversity Award.

Motion 2: Add 07.01.05 in the Texas State University-San Marcos Staff Council Operating Procedures under 07 Scholarship and Award Committee: Develop, enhance, and maintain the Miguel Hernandez Staff Council Scholarship.

Motion 3: Change 07.01.05 in the Texas State University-San Marcos Staff Council Operating Procedures to 07.01.06.

Motion 4: Add a disclaimer at the bottom of the application for the Miguel Hernandez Staff Council Scholarship stating that “Members Serving on University Staff Council Are Not Eligible”.

Motion 5: Add a disclaimer at the bottom of the application for the Earl L. Moseley, Jr. Staff Community Service Award stating that “Members Serving on University Staff Council Are Not Eligible”.

Motion 6: Add a disclaimer at the bottom of the application for the Rodrigo Rodriguez Outstanding Custodian Award stating that “Members Serving on University Staff Council Are Not Eligible”.

Motion 7: Add a disclaimer at the bottom of the application for the Tina G. Schultz Excellence Award stating that “Members Serving on University Staff Council Are Not Eligible”.

Motion 8: Add a disclaimer at the bottom of the application for the Angelika L. Wahl Staff Diversity Award stating that “Members Serving on University Staff Council Are Not Eligible”.

Motion 9: Add a disclaimer at the bottom of the application for the The Deborah and James Mathews Staff Award for Excellence in Collaboration/Outreach that “Members Serving on University Staff Council Are Not Eligible”.

Motion 10: Change the deadline date on the Deborah and James Mathews Staff Award for Excellence in Collaboration/Outreach Award, the Earl L. Moseley, Jr. Staff Community Service Award, the Rodrigo Rodriguez Outstanding Custodian Award, the Tina G. Schultz Staff Excellence Award, and the Angelika L. Wahl Staff Diversity Award from March 31st to February 28th.

Motions passed.

Online Technology, Tina Schultz
No Report

Orientation, April Barnes
No Report

Perks, Aaron Sinkar
No Report
Public Relations, Dwayne Geller
Dwayne gave a report on the Employee Wellness Fair to be held on October 26, 2010. Dwayne has been charged with registering employees who attend the fair. Staff Council will assist with registration. This will be an excellent time for staff to get to know council members and at the same time allow council members to interact with staff. Dwayne will need volunteers from 10:00 a.m. to 3:00 p.m. All council members are encouraged to volunteer.

Transportation and Parking, Jenny Wiley
There are now fifty-three red 24 hour spaces in designated parking lots across campus. Concern about cyclists and skateboarders using the handicap ramps was brought to the attention of the committee. Safety of pedestrians using the handicap ramps is a priority.

External Committee Reports
Krista Haynes- Chair; would like the Council to be involved in the Pride and Traditions Committee and other University Committees. Executive Council has been working on external committee assignments and will give a report at the November meeting.

Old Business:
Archiving
Joyce – Committee Chair; the committee met with Kris Toma, University Archivist and Records Manager. Deadline for 2009-2010 Staff Council Records to be archived is December 14, 2010. Records to be archived are: elected and serving members, by-laws and operating procedures, officer descriptions, list of current year officers, internal committees and members, external committees list, agendas, minutes, special letters/recommendations associated with the minutes, attendance records, committee final documents and research, list of Staff Council volunteers and Chair’s annual report. Paper documents are guaranteed to last 50-100 years, digital archives may not be as accessible as paper due to advances in technology. Archived documents will be stored as fiscal year not calendar year.

Earl Moseley Memorial Plaque
Krista Haynes – Chair; the memorial plaque is ready. The council would like to have a ceremony when the plaque is placed in the Memory Garden. Krista will contact staff across campus about the ceremony and give a report at the next meeting.

New Business:
Staff Council Shirts
Jerry and Debbie – Would like council members to have polo shirts to help in being more recognizable on campus. The shirts could be worn at council events and on meeting days. Samples of polo shirts were available for staff to select from. After discussion regarding the cost and funding source for the shirts, Debbie made a motion: Staff Council will pay half the cost of shirts purchased for council members. Motion seconded by Kay. Motion passed. Jerry and Debbie will get sample shirts in the colors of gold and maroon for the council to choose from.

Meeting Adjourned

The next Staff Council meeting will be Tuesday, November 9, 2010, 10:00 a.m. – 12:00 noon, Flowers Hall 230

Next Executive Council meeting will be November 2, 2010, 12 noon – 2:00 p.m., LBJ 3-7.1.

Debbie Hohensee
Secretary
Texas State University-Staff Council, 2010-2011