Members in attendance: Dana Chapman, Adam Clark, Charles Evers, Paul Flores, Noel Fuller, Ana Lisa Garza, Robert Hanna, Jessica Henry, Deborah Howell, Neal Idais, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeffery Magness, Stephanie Miller, Jack Rahmann, Margie Rodriguez, Jodi Torrez, Corey Weber, Illona Weber, Elizabeth Welch

Members not in attendance: Excused – Virginia Blanchard, Sarah Drennan, Julie Eriksen, Sonya Kraus, Kelly Laxson, Samantha Smith

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

GUEST

(10:00) Item 1: Equity and Access Updates (handout) – Dr. Gilda Garcia, Chief Diversity Officer & Director of Equity and Access

Biggest change within last year is legislative requirement for veterans’ preference during hiring process

- Goal – at least 20% of state agency employees are veterans
- “Veteran” includes veteran with a disability, spouses, child of deceased veteran
- Must interview highest scoring veteran who meets posted qualifications if other candidates will be interviewed
- If final two candidates have identical scores, position must be offered to the veteran
- See handout and contact Equity and Access for more information

General hiring “best practices”

- Design the hiring process based on the employee you want to hire
- Required qualifications (knowledge, skills, abilities) should always weigh more than preferred qualifications and interview
- Interview should probe past experience, communication skills, and ability to get along with colleagues
- Goal should be to get the best candidate for the job

ACTION

(10:35) Item 2: Meeting Minutes (handouts)

a. July Minutes – 2015-16 members only
   Jodi Torrez moved, and Jack Rahmann seconded, that the minutes be approved; the motion was approved by voice vote
b. August Minutes
   Adam Clark moved, and Noel Fuller seconded, that the minutes be approved; the motion was approved by voice vote
c. September Minutes
   Noel Fuller moved, and Jodi Torrez seconded, that the minutes be approved; the motion was approved by voice vote
d. October Minutes
   Not yet complete; deferred to next meeting

**DISCUSSION**
(10:38)  
**Item 3: Treasurer’s Report (handout) – Deb Howell, Staff Council Treasurer**

The Scholarship and Awards Committee had discussed combining the Awards/Scholarship account with the Fundraising account, which funds our awards and scholarships; however, the Budget Office indicates they cannot be merged because they are different types of accounts. Financial Reporting notified us that we can only pay awards and scholarships out of the awards/scholarship account; therefore, two expenses charged to the awards/scholarships account – plaques & podium – must be moved to our fundraising account.

**ACTION**
(10:40)  
**Item 4: Submission Form for Staff Council Meeting Agenda Items (handout) – Stephanie A. Korcheck, Staff Council Secretary**

**Purpose of the proposed form**
- Help the Executive Committee effectively plan the Council’s work
- Timely submission will ensure the Executive Committee can consider all requested items when setting each two-hour Council meeting agenda

Ana Lisa Garza moved, and Noel Fuller seconded, that the form be approved; the motion was approved by voice vote.

**DISCUSSION**
(10:45)  
**Item 5: New Staff Council Effectiveness Standing Committee – Adam Clark**

Stephanie Korcheck, Chair; TBD, Co-Chair; Charles Evers, Paul Flores, Robert Jackson, Margie Rodriguez

Operating Procedures need to be drafted for Council approval – include that committee members must have served at least one year on Council

**Charges**
- Propose all changes to Council by-laws and operating procedures
- Propose goals related to staff, advocacy, and enhancing stature of Council (moved from UPPS Committee)

**ACTION**
(10:55)  
**Item 6: Welcome Letter for New Hires, as Revised (handout) – Jack Rahmann, Chair**

Existing letters are now being distributed by Jack
- Occasionally receive a reply
- Need to use Staff Council email address
- Will be able to track click-throughs to Staff Council website

**Purpose of proposed letter**
- Less text, less formal
- Part of broader, more frequent communication strategy regarding Council purpose, work, etc.

Several suggested changes were recommended, including balancing a casual yet professional tone

Committee will consider suggestions and bring back to Council for approval.

**DISCUSSION**
(11:09)  
**Item 7: Marketing Committee Update – Jack Rahmann**

a. Website – Jennifer Johnson, Committee member

Discussed work done to update the site and make it more visually appealing
Will use analytics to redesign based on traffic

Send any recommendations to jj25@txstate.edu
DISCUSSION  Item 8: Compensation & Benefits Committee Update – Jodi Torrez, Chair
(11:14)
Staff Concern submitted via website – Opportunities to attend class sessions
- Could not find examples at other Texas universities
- Contacted several faculty who indicated most classes are full and wondered how interested staff would know about individual class content
- Only way seems to be to audit course
Discussion included better publicizing of existing professional development and enrichment opportunities, sending ideas to Professional Development Office, and other platforms (e.g., Lynda.com, MOOCs)

DISCUSSION  Item 9: Fundraising Committee Update – Stephanie Miller, Chair
(11:25)
Spring Fundraiser for Awards and Scholarships
- Considering prizes in addition to Parking Permits
- If you have ideas or potential contacts for prizes, let Stephanie know

DISCUSSION  Item 10: Scholarships and Awards Committee Update – Lisa Garza, Chair
(11:28)
a. Financial Projections for Scholarship Funds (handout)
There are enough funds to support current award levels for seven years and an increase to $1500 for five years
b. Name for New Graduate Scholarship
Prefer “Staff Council Graduate Scholarship” but will need to work with donor
Need to standardize processes for all donors and work with University Advancement regarding all MOU details
An endowed scholarship requires $25,000

DISCUSSION  Item 11: External Committee Updates
(11:38)
a. Campus Recreation Advisory Committee – Corey Weber
New cycling room now open
Golf course update
- Temporary rec field at 8th hole
- By Summer 2018, 3 flag football, 1 soccer, and 2 softball fields
- Due to flooding concerns, back half of course will be open field
- Maintenance and student activity fees support golf course redesign
b. Professional Development Advisory Council – Charles Evers
Recognize that University is understaffed, so increasing focus on job skills
Upcoming initiatives include Toastmasters chapters for staff and faculty, and certification programs for various positions/skill sets
c. Transportation Services Advisory Council Update – Adam Clark
New student ticket “supreme court” for major violations or boots
For at last the last two years, Council reps have not been notified of meetings; working to resolve communications issues
d. University Safety Committee – Bob Hanna
Increase purchase/use of drones has caused issues – new UPPS is being finalized
Committee is very receptive to suggestions; contact Bob with any issues
DISCUSSION  Item 12: Miscellaneous Items (11:46)
  a. Human Resources Forum Update (handout) – Margie Rodriguez
      See handout for complete update
  b. Teacher Retirement System of Texas (TRS) Board Update –
      Stephanie Miller, Staff Council Chair-Elect
      Effective 2017, higher education representative seat is abolished; petition available
      asking Governor to appoint current higher education representative to open seat
  c. Awards and Scholarships Plaques Update – Stephanie Miller
      Name plates are being engraved
  d. “Staff Shout Out” Website Submissions – Adam Clark
      One was recently received
      Marketing Committee will develop strategy (e.g., website, social media, targeted
      email) to encourage submissions

DISCUSSION  Item 13: Review Parking Lot Items – Jodi Torrez (11:52)
  Documentation for accounts

DISCUSSION  Item 14: Member Announcements (11:54)
  Sara Drennan is on extended leave
  Virginia Blanchard and Julie Eriksen have resigned from Council

   (11:55)  Adjournment
  Stephanie Miller moved adjournment, Jennifer Johnson seconded; the motion
  was approved by voice vote

Stephanie A. Korcheck, Secretary  ____________________________  Date of Approval
Staff Council

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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.

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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(01-06-17)