

**Meeting Minutes**

April 09, 2019

10:00 a.m.—12:00 p.m.

UAC 474

*The mission of the Texas State University Staff Council shall be to*

*promote and enhance the status of university staff,*

*ensure the effective contribution of staff expertise toward university goals,*

*and act as the liaison between the university president and staff.*

*The Council shall represent the collective body of the staff*

*and shall report directly to the university president.*

**Note:** Minutes for previous Staff Council meetings are available at [staffcouncil.txstate.edu/meetings/minutes](http://www.staffcouncil.txstate.edu/meetings/minutes.html).

(10:00)  **Call to Order - Noel Fuller, Parliamentarian**

* *Called to order 10:05pm*

(10:02)  **Roll Call - Angela Behnke, Secretary**

* *Present: Angela Behnke, Carolina Benavides, Steve Blank, Stephanie Daniels, Natalie Davis, Robert Eby, Krista Flores, Noel Fuller, Amanda Garza, Andrea Hilkovitz, Amy Jiang, Alma Maldonado, Elizabeth Ramos, Whitten Smart, Staci Wade, Ilona Weber, Tabitha Williams, Walt Yantis, Madeline Davila, Barbara Menchaca-Aguilar*
* *Absent: Harold Bogue, Cynthia Castillo, Lou de Virgilio, Matthew Greengold, Annette Hamon*

**ACTION Item 1. February and March Meeting Minutes (handout) - Angela Behnke,**

(10:05)  **Secretary**

* *Minutes for February and March of 2019 were presented to council. Illona Weber moved to accept minute and Elizabeth Ramos seconded motion, vote was unanimous***.**

**ACTION Item 2: Treasurer’s Report (handout) - Natalie Davis, Treasurer**

(10:10)

* *The Treasures report was presented to council. Two changes took place. The Purchase of paper for staff shout outs and a $14.41 fundraising change****.***

**ACTION Item 3: Chair/Chair-Elect Vacancy/Election - Noel Fuller, Parliamentarian**

(10:20)

* *Stephanie Korcheck, 2018/2019 council chair has separated from Texas State University. The current co-chair Staphanie Daniels has also stepped down, as she does not wish to take on the responsibility of the chair position at this time.*
* *A motion to suspend bylaws and hold an election during meeting for chair and co-chair was presented by Walt Yantis and seconded by Steve Blank.*
* *Nominations to fill chair position were Steve Blank, Noel Fuller and Illona Weber*
* *Steve Blank and Illona Weber did not accept nomination*
* *Noel Fuller accepted his nomination and has been elected as staff council chair*
* *Nominations for co-chair were Stephanie Daniels*
* *Stephanie Daniels accepted her nomination and has been elected as staff council co-chair.*
* *Noel Fuller will step down from parliamentarian.*
* *Next month staff council will elect a parliamentarian. Parliamentarian keeps meeting going and is in charge of inventory.*

**DISCUSSION Item 4: Telecommuting and Flexible work schedule-proposed draft - Illona** (10:45) **Weber, UPPS and Compensation and Benefits Committee**

* *UPPS and Comp & Ben have been working on telecommute policy. Current policy states that University president has to approve any telecommuting. Committees have drafted a policy – used other universities to compare. Only emerging research institution that does not have a a telecommute policy. Will benefit employee’s well-being and the environment? Passing around policy including drafted UPPS, telecommute contract and safety worksheet. Chair of faculty senate will bring draft to senate and would be willing to write a letter of support.*
* *FEEDBACK*
	+ *Supervisor should write off on*
	+ *needs to be a 2-person approval*
	+ *we should keep the language the same as flex schedule, that employee can seek approval one level above supervisor*
	+ *06.02 There is a current drafting that there are qualifications for an employee to be approved for policy*
	+ *It should be brought to faculty senate, CAD,*
	+ *Several staff members know chairs and deans and can have letters of support submitted as well as*
	+ *overtime: nonexempt employees are covered by 040416*
	+ *need to include a statement about exempt employees or just use term “employees”*
	+ *Deadline- come back next month will cover letter and finalized policy for votes*
	+ *Add supplemental documents or links to discuss the environmental aspect*
	+ *COMMENT DEADLINE- April 19, 2019- make suggestions directly on the document or email Stacy Wade or Ilona Weber*
	+ *Go to other staff members and get feedback*
	+ *will contact Info Security department and get info on the technology aspect of telecommuting.*
	+ *The telecommute contract is flexible can use for a one-time instance or an open-ended situation for example any weather event for the semester. Would like feedback for the contract. Ultimately this will be uploaded into performance management system to have checks and balances.*
	+ *can agreement be revoked by supervisor? Yes, it has been written into the proposed draft.*
	+ *Payroll representative: there is no way to track work location- this should be a great idea*
	+ *Should add to 0507 timekeeping and leave criteria; Add to enter time in SAP under appropriate code. Time entered elsewhere will be reflected in SAP appropriately. In accordance to time keeping policy in HR.*
	+ *ND will pull senate bill that is being proposed and add to Teams*

**DISCUSSION Item 5: Crowdfunding, Family Campaign, Step Up for State - Lisa Ramos,**

(11:05)  **Fundraising committee**

* *Crowdfunding - fundraising met in March, platform has been approved. Need buy in, want to start crowd funding on the tail end of family campaign. Also want to be added to step up for state. Will try and see what happens. Documents in crowdfunding note file in Teams. Any money that is raised can be earmarked and show up in accounts when the funds are needed.*
* *FEEDBACK*
	+ *You can add in family campaign and contribute now*
	+ *Resources in Alkek to add the info to the webpage*
	+ *Event- is there an event where we can add donations? Not that we are aware of. Add meeting highlights- let them know they can donate through the family campaign.*
	+ *hard to find- under president’ office*
	+ *could get a direct link – can add in email*
	+ *require to ask family and friends*
	+ *email to go out in highlights*
	+ *possibility of table at quad to get donations*

**DISCUSSION Item 6: Awards Opening - Noel Fuller, Scholarship and Awards Committee**

(11:10)

* *Next week awards will be opening. April 15, 2019 to May 10, 2019. Any regular full-time staff member is eligible. Self-nominations will be accepted with proper documentation. 5 awards total are given out. Will announce at the June meeting and are awarded at the September meeting and take a picture with the president. Please encourage individuals to apply.*

**ACTION Item 7: Renaming of Staff Council Employee Excellence Award - Noel Fuller**

(11:15)  **Scholarships and Awards Committee**

* *Last meeting the idea or renaming Dr. Estaville, funded much of the awards and has endowment. Wish to rename the staff employee excellence award to the Dr. Lawrence Estaville award. Walt Yantis moved to rename employee staff excellence award to Dr. Estaville award, motion seconded by Tabitha Williams. Unanimous vote approval.*

**DISCUSSION Item 8: Scholarship Recipients 2019-2020 - Noel Fuller, Scholarships and**

(11:25) **Awards committee**

* *14 applications were received for undergrad and graduate awards.*
* *Elizabeth “Missy”. Ellis- undergraduate*
* *Peggy Richmond- graduate*

**DISCUSSION Item 9: Scholarship for Skilled Credential - Noel Fuller, Scholarship and** (11:30) **Awards Committee**

* *Created to help those in skilled worker positions. Many questions have some up: Who gets it? How is it awarded? This item will be tabled and have not been able to come to a reasonable conclusion yet. Staff council will visit at a later date.*

**ACTION Item 10: Current Staff Council Member Scholarship Eligibility - Noel Fuller,**

(11:35) **Parliamentarian**

* *Are staff council members able to apply for the SC scholarships? After review, there is no policy that stated SC could not apply. Given optics issues, the scholarship and awards committee wants to propose that current staff council members are not eligible to apply for a scholarship while in office.*
* *Robert Eby moved that Current staff council member will not be allowed to apply for the staff council scholarship and award. Steve Blank seconded motion.*
* *Whitten Smart moved to add word “awards”to statement, Alma Machado seconded the motion.*
* *Stephanie Daniels moved to approve the statement as amended, “current staff council members will not be allowed to apply for staff council scholarship and awards”. Illona weber seconded the motion. Unanimous vote to approve.*

**UPDATE Item 11: Round Rock Meeting - Noel Fuller, Parliamentarian**

(11:45)

* *Meeting was originally set for May 4th- most communication was through Stephanie Korcheck and since leaving the University the SC has decided to postpone meeting*

**DISCUSSION Item 12: Announcements**

(11:50)  **a. Staff Concern: Bylaw Section C (Terms of Office)**

* *referred to Council Effectiveness-*
	+ *Concerning Staff Council alternates and how terms work. With current bylaws alternates may get an extra 6 months to their term and then could get 6.5 years on SC*

**b. Staff Concern: Direct Deposit Options – referred to Compensation and Benefits**

* + *Ability to split deposits. Concerned about non-traditional banking issues. Payroll representative, Madeline Davila was present at the meeting and stated: the department is starting to look into getting a pre-paid card. Was not originally implemented but at the time it was not a popular at the time. Payroll will try to set up a prepaid card system in the next year. Many banking institutions can set up split deposits. Will add a summary to HR bulletin and add to payroll website.*

**c. Staff Concern: Compensation for Understaffed Departments – referred to Compensation and Benefits**

* + *Possibility to get monetary compensation when performing duties outside of ones job duties.*

**d. Bobcat Build - April 13, 2019 10:00 AM to 2:00 PM**

* + *This Saturday participants are welcome to join, let Noel know.*

**e. Bobcat Pause - April 11, 2019 6:00 PM**

* + *Chair of Staff Council is responsible for reading the names of the staff members who have passed away- Noel Fuller will represent. LBJ student center.*

*ANNOUNCEMENTS*

* + *Krista Flores- Bobcat Bounty committee member- get the word out about the program. Would like to ass to SC highlights and SC website. Thursdays 5-7 pm FCS187. Noel and Whitten will add to the website.*
	+ *Steve Blank- Good job working on pending items*
	+ *Natalie Davis- FSS meeting,*
	+ *Tabitha Williams- Student Affairs kick off*
	+ *Noel- Council of Inclusive Excellence committee- take away there are a few groups on campus that have not been tapped into.*
	+ *Robert Eby- Office of sustainability Wed. April 24th, let Robert know if you are interested.*

**DISCUSSION Item 13: Review Pending Items - Noel Fuller, Parliamentarian**

(11:55)  *a. Procedures for Staff Shout Outs -* *referred to Marketing*

1. *Cross-Training Opportunities and Procedures - referred to Compensation and Benefits and Council Representative on the Professional Development Advisory Council*
2. *Elections Logistics/Procedures/Member Representation - referred to Elections*
3. *Creation of New Award for Excellence in Serving Students - referred to Scholarships and Awards*
4. *Creation of Staff Emergency Fund - referred to Compensation and Benefits*
5. *Review Accounts and Limitations on Funds Transfers - referred to Treasurer*
6. *Develop Proposal for Submission to the Transportation Services Advisory Council (TSAC) re: Critical Need for Visitor Parking Options for Events - referred to Compensation and Benefits and Council TSAC Representatives*

(12:00)  **Adjournment**

* + *Motion to adjourn moved by Tabitha Williams, Natalie Davis seconded the motion. Unanimous vote to approve.*

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Texas State staff are welcome to attend any Staff Council meeting. The list of meeting dates and locations can be found at <https://www.staffcouncil.txstate.edu/meetings/minutes.html>.

If there is a specific issue or concern you would like Council to address, please complete the form at [www.staffcouncil.txstate.edu/Staff-Concerns](http://www.staffcouncil.txstate.edu/Staff-Concerns). When submitting the form, you can remain anonymous if that is your preference.

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 expressing their views at Council meetings.