Minutes
November 14, 2017
10:00 a.m. – 12:00 p.m.
UAC 474

The Texas State University Staff Council’s mission is to promote and enhance the status of the University staff, ensure the effective contribution of staff expertise toward University goals and act as liaisons between the president and staff employees.

Staff Council represents the collective body of the University staff and reports directly to the president.

Note: Minutes for previous Staff Council meetings are available at staffcouncil.txstate.edu/meetings/minutes.

Absent: Phillip Holden, Harold Bogue, Elizabeth Welch, Aaron Noto, Cory Weber, Kathy Martinez-Prather, Stephanie Korcheck

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

SPEAKER Item 1: Human Resources Updates -- John McBride, Assistant Vice President, Human Resources

(10:02)

Presentation, Michelle Moritz, Associate Director, Human Resources Employee Benefits, Leave, Records Management, Work Life Program, Master Data Center

- SAP Security Control: new separation check out form
- Timekeeping/Time Entry: reviewing gaps in timekeeping, salaried employees must review even if there is no change in work hours
- Switch from United Healthcare to Blue Cross Blue Shield: rough with providers. Employees that wish to have a provider on the list can nominate them to be added

Presentation, Marsha Moore, Director, Professional Development Leadership, Coordination and Planning

- Auditors decided that credentials in SAP should be for a specific position
- New Reimbursement for college classes is online, however it is NOT approval routed and must be turned in by 12th class day for regular semesters, 4th class day in summer
- HR is working on a program to support GED attainment
- Upcoming workshops are online

Presentation, Tammy Coyte, Coordinator Employee Relations Performance Appraisal, Staff Grievances and Complaints, Mediation

There are a LOT of new features in the Performance Management Tool
- Goals and Job Duties are all in one job section
- Assessment and Descriptions changes
- Number of Competencies went from 14 to 7, Behaviors from 7 to 4
- New simplified method for assessment for 10/17 – 11/17 mid-year check-in:
  1. Employee self-assessment
  2. Send to manager for 1:1
  3. Employee signs off
  4. Manager signs off
• Employee Relations/Discipline Actions
  o FY 2017: 171 actions (PIP, reprimand, etc.)
  o FY 2018: 81 as of November
• HR has started analysis of attrition rates: bad hires, discontentment, etc. HR will review last 5 years

Presentation, John McBride, Assistant Vice President, Human Resources
• Timekeeping: any questionable timekeeping/leave won’t be paid until it has been resolved. If records are not complete, the employee will be contacted for the reason it was not entered.
• There have been 6 audits since May.
• Event-work will no longer be an option due to an investigation resulting in a discovery of abuse. Event-work will now follow UPPS 04.04.16 Overtime rules.
• UPPS 04.04.11 – University Longevity Program (ULP) changes—is before the President’s cabinet. Changes will be made to limit a maximum of 4 ULP in a lifetime regardless of changes in employment at the University.
• UPPS 04.04.09 – Volunteer Hours – now will be limited to only 5 events per year that will count as work time.
• UPPS 04.04.03 – major revisions to Staff Employment
  o Expedited Search – must go through Equity and Access and prove there is a special situation for hiring (mostly in use of sciences)
  o Veteran’s Preference – if a potential employee claims veteran’s preference, they must interview if they meet the iminium qualifications to be in hiring pool. And if there is more than vet, the number of veterans interviewed must make up 20% of total number interviews.
• University Titles are going to be reduced considerably (from 730 to approx. 200). There will be a consolidation of titles and compression of job levels.
• Three professional development courses added specifically for:
  1. Supervisors (1st line)
  2. Managers
  3. University Business Administrators
• New person helping Jeff Lund, Blake Bissing, to review hiring, classification, and treatment of research positions.

(10:40) Question/Answer Period
• In regards to titles, will the pay then be more market based?
  Theoretically changes in title will not create a negative effect, and some people may be “grandfathered” in so that their pay is not affected, though they would be capped.
• Staff Council would like to be more involved with HR (seat at the table).
• How are market surveys working? ARE they working?
  Market survey is sent to President’s Cabinet every year, however, to bring everyone to market value, it would cost in excess of 6 million dollars, with relative steps, about 10 million dollars. Currently the administration has a position of “merit based” increases, where pay is linked to performance (has been this way since 2002). Also cannot directly affect where departments spend their money for individual positions in order to bring everyone to a similar pay.

ACTION Item 2: October Meeting Minutes (handout)
(10:48) Noel F. Motioned, Illona W. Seconded. Approved
DISCUSSION  Item 3: Treasurer’s Report – Deborah Howell, Staff Council Treasurer (handout)
Expenses for Popcorn for Wellness fair, new brochures, as well as carry over from last year.

ACTION  Item 4: Staff Council 2017-2023 Goals (handout) – Robert Jackson, Co-Chair, and Aaron Noto, Member, Organizational Effectiveness Committee
Robert J. Motion to Approve, Noel F. seconded. Goals are approved.

DISCUSSION  Item 5: Staff Council 2017-2018 Outcomes (handout) – Robert Jackson, Co-Chair, and Aaron Noto, Member, Organizational Effectiveness Committee
- Duplicates that can be consolidated:
  o Goal 2, Outcome 3 and Goal 3, Outcome 2 (survey based)
  o Goal 3, Outcome 1 and Goal 4, Outcome 3 (dealing with President’s office)
- Comments will be sent to the 4 leaders and final versions will be brought to the next meeting for approval

DISCUSSION  Item 6: Results from Fall 2017 Member and Outgoing Member Surveys (handout) – Phillip Holden, Organizational Effectiveness Committee
Deferred to December meeting.

DISCUSSION  Item 7: External Committee Reports
a. Staff Council Consortium Conference Call – Adam Clark
   TXST, UNT, U of H, TW, TCU and UT System meet monthly to share best practices
b. Special Assistant to the President Selection Committee – Adam Clark
   Dr. Brittain has stepped down and new Special Assistant will be selected by Thanksgiving. Once selected, we will schedule meet/greet in February or March.
c. Campus Carry Committee – Adam Clark
   Forums starting at noon 11/14. Proposed changes:
   - Testing Centers will be a “carved out” zone
   - Single Occupant rooms cannot be ruled as No Carry zone, as most areas that would want to be under this rule are not considered single occupancy (suites). This would mostly apply to professors/advisors and students would have no place to store the gun, and would “out” themselves as gun carrying individuals. Signage would also become cost-prohibitive.

DISCUSSION  Item 8: Orders for Staff Council Polo Shirts – Adam Clark
Clarification: Staff Council Members will use personal funds to pay for these shirts. No University funds will be expended for this purpose.
Once sizes and payments are received, shirts can be delivered within 7-10 days.
Sizes should be sent by Monday, 11/20, but shirts will not be ordered until January.

DISCUSSION  Item 9: Review Parking Lot Items – Noel Fuller, Staff Council Parliamentarian
a. Incident Emails to Senior Administrators to Keep Staff Informed (Blood & Soil flyers) – referred to the Marketing Committee. No report.
   i. Accessible Spaces for Facilities Vehicles Performing Work -
   ii. Parking Rules for Employees with Reserved Permits – allow them to park in “regular” red zones as part of the agreement.
DISCUSSION  

Item 10: Announcements

(11:49) Food Drive: Treena will put together a plan to gather all the donated food and deliver it to the food bank. Drive ends on Friday the 1st.
Reminder for Potluck: check sign-up genius.

(12:00) Adjournment
Noel F. moves to adjourn, Seconded by Matt. Passes Unanimously.

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.

Like us on Facebook! www.facebook.com/TexasStateStaffCouncil