

TEXAS STATE[®]

STAFF COUNCIL

Meeting Minutes

March 20, 2018

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.

In Attendance: Cynthia Arredondo, Joe Carter, Treena Herington, Whitten Smart, Elizabeth Welch, Kim Graves, Harold Bogue, Cory Weber, Krista Salas, Alma Machado, Angie Behnke, Charles Evers, Robert Jackson, Teresa Rudolph, Margie Rodriguez, Deb Howell, Illona Weber, Adam Clark, Stephanie Korcheck

Absent: Noel Fuller, Matt Greengold, Phillip Holden, Jennifer Johnson, Jacque Miles, Kathy Martinez-Prather

Guests: Joy Schneider-Cowan

(10:00) **Call to Order—Adam Clark, Chair**

ACTION Item 1: February Meeting Minutes (handout)

Move to April Meeting

DISCUSSION Item 2: Treasurer's Report (handout)—Deborah Howell, Treasurer

Reviewed handout

DISCUSSION Item 3: Staff Concerns Submitted Via Website—Adam Clark, Chair

- a. Forum for staff to meet with the President – referred to Special Events Committee; consider Round Rock campus in recommendation to reflect increasing staff with Health Professions relocation
- b. Staff transfers across units without a formal application process
 - Request for clarification as to moving from where to where; noted same position, but different department
 - Robert Jackson sent message to John McBride, Assistant Vice President, Human Resources, but there has not been a response as of yet. The Compensation and Benefits Committee will follow-up with Human Resources.

DISCUSSION Item 4: Schedule and Contacts for Revisions to Officer and Standing Committee Operating Procedures (handout)—Stephanie A. Korcheck, Chair, Organizational Effectiveness Committee

- Bylaws need to be approved by July meeting for on-time submission to the President.
- Stephanie gave an overview of the handouts, proposed amendments and examples.

DISCUSSION **Item 5: Overview of Major Proposed Bylaws Amendments Related to Members and Officers (handout)—Stephanie A. Korcheck, Chair, Organizational Effectiveness Committee**

- Terms: with four-year terms, general election would occur every two years instead of every year.
- Length of terms: Four years was recommended but members felt that was too long. Suggested three-year terms with maximum of six consecutive years with re-election (**consensus**). When sixth year is complete, the candidate must step down for one year before running again.
- Transitioning will be discussed further in committee and brought back to full Council.
- Composition: EEO report, which determines proportional representation of each EEO category on Council, will be run each year on May 1; proportional membership will remain until May 1 of the following year.
- Vacancies of one year or longer: proposing SC Chair engage unit heads to get someone on Staff Council for empty slots with provided guidance language for chair to contact heads.
- Resignations: member sends an email to Chair & Chair Elect with effective date; Chair must notify Council within one business day.
- Removal: new language specifying removal process
- Officers:
 - Change *Chair Elect* to *Vice Chair* – **consensus**
 - Change terms from one to two years – **consensus** (yes to this suggestion)
Request that Elections Committee initiate a more thorough process for officer elections in September by collecting nominations and information in August
 - Transition to staggered terms – **consensus** (as written)
 - If officer – **consensus** (as written)
 - Resignations – officer sends an email to Chair and Vice Chair with effective date; Chair must notify Council within one business day; election to fill vacancy held at next meeting, unless resignation takes effect less than 10 days before meeting

DISCUSSION **Item 6: Staff Council Agenda Item Template (handout)—Stephanie A. Korcheck, Chair, Organizational Effectiveness Committee**

Draft: Three Item Types

1. Update
2. Discussion
3. Voting

Item 7 – the agenda skipped this item number by mistake

DISCUSSION **Item 8: Fundraising Raffle Update—Margie Rodriguez, Co-Chair, Fundraising Committee**

Tickets distributed at the end of the meeting (forty each), Margie will keep additional tickets. Stephanie will send out email language that she used last year (optional use)

DISCUSSION **Item 9: Bobcat Build Update—Treena Herrington, Chair, Special Events Committee**

Jobsite is at First Lutheran Church on Holland. Work from 10-2, kickoff at stadium at 9am.

DISCUSSION **Item 10: 2018-19 Scholarship Recipients—Noel Fuller, Chair, Scholarships & Awards Committee**

- **Undergraduate Scholarship:** two applicants, selected Diana Connell, Business Admin

- **Graduate Scholarship:** sixteen applicants, selected Jessica Schneider, Technical Communication and Jennifer Wood, Interdisciplinary Studies.
- Marketing Committee will work with Noel to prepare email to celebrate the three scholarship winners; will distribute after Meeting Highlights email

DISCUSSION **Item 11: Cross-training Opportunities for Maintenance Workers (handout) — Noel Fuller, Staff Council Parliamentarian**

- Alternative solution: Staff Council “scholarship” for certificate and associate’s degree programs
- Add on Discussion: Job shadowing, Mentoring, and Internships
- Compensation & Benefits Committee will continue to investigate

DISCUSSION **Item 12: Marketing Update - Analytics (handout) — Cynthia Arredondo, Chair, Marketing Committee**

- Need to determine how often marketing will provide the analytics report
- Need strategies to increase Council presence on social media

DISCUSSION **Item 13: Pending Items – Noel Fuller, Staff Council Parliamentarian**
no pending items

DISCUSSION **Item 14: Announcements**

- a. Aaron Noto, Joe Carter have resigned
- b. Polo Update, Adam Clark, Chair – major problems with sizes, so will reorder
- c. Bobcat Bounty Steering Committee
Serve students, faculty and staff; committee would like a Staff Council person on their steering committee; Krista Salas, Co-Chair of Special Events, agreed to serve
- d. Forum for staff to meet with the President – referred to Special Events Committee; consider Round Rock campus in recommendation to reflect increasing staff with Health Professions relocation
- e. Staff transfers across units without a formal application process

(11:35) **Adjournment**

Jennifer Johnson, Secretary

Date of Approval

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.

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