TEXAS STATE
STAFF COUNCIL

MINUTES
September 12, 2017
10:00 a.m. – 12:00 p.m.
UAC 474


Members not in attendance: Excused – Phillip Holden

Guests: Dr. Lawrence Estaville, Professor, Department of Geography, and generous benefactor for our scholarships and awards
Approximately 30 family members and colleagues supported our Scholarships and Awards winners
Rachel Benavides, Administrative Assistant II, Testing, Evaluation, & Measurement Center

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

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

SPEAKER Item 1: Dr. Denise M. Trauth, President, Texas State University
2017-2018 Biennial Budget
• Compared to previous fiscal year, about the same – masks enrollment growth of approximately 2,000 students; overall cut of 8% in per student funding
• formula funding – which supports day-to-day operations – cut by $4.4 million (~$2.2 million/year)
• existing special items (e.g., Texas School Safety Center, Small Business Development Center) cut by 34%, or $1.3 million
• unfortunately, will require reductions in force at affected centers
• new special item of $2.8 million funded for the Materials Applications Research Center

Merit decision has been deferred until
• preliminary student headcount in mid-September
• costs of Hazelwood (tuition exemption program for veterans and dependents; not reimbursed by state) – estimate $18 million

Vice Presidents have been identifying budget cuts, if that becomes necessary
Growing our enrollment is essential in achieving National Research University status
• 2.5% increase in freshman class
• Texas State is the school of choice for many
• half are in top 25% of their class
• those in the top 10% of their class increased by 2% to 14%
• research university status attracts talented undergraduates
transfer students decreased, which reflects decreasing enrollments in community colleges

- international students decreased, consistent with most US institutions of higher education (Canada has seen increase) – likely reflects tighter visa process and current political climate
- 67 enrolled students left the University due to Hurricane Harvey and 22 students in the National Guard also had to drop their courses
- Tremendous enrollment growth over last 10 years – likely to remain fourth largest public university in Texas

8,500 graduates during 2016-17 academic year; graduation rate continues to increase

2017-2027 University Master Plan approved by the Board of Regents in late August

- Enrollment plan targets 1.5% growth of undergraduate student population and 3.0% growth in graduate students
  - current graduate enrollment is 11%; 21% at other emerging research universities in Texas
  - many current graduate programs have stable enrollment, so growth will come from new programs

- Construction
  - New Archives and Research Center, located next to STAR Park, will be dedicated next week
    - among best in nation – materials remain accessible in high-tech, climate-controlled environment
    - frees up space to create more collaborative learning spaces in Alkek
  - Infrastructure research lab – test cement and other construction materials
  - LBJ Student Center expansion
  - Ingram Hall – expand engineering programs; create research space for biology
  - Willow Hall at the Round Rock campus – will house Physical Therapy, Respiratory Care, and Communication Disorders and allow enrollment growth of 30% in these programs
  - University Events Center – need driven by commencement ceremonies
    - Arena will still be called Strahan
    - Will allow athletic offices to be moved out of Jowers, which will create space for growing programs in the Department of Health & Human Performance

Continue to add new graduate programs that reflect workforce needs – for example, Computer Science becomes 13th doctoral program; Master of Science in Respiratory Care; undergraduate degree in Civil Engineering

Metrics for goal of becoming a National Research University in 10 years, which provides access to additional funding

- external funded research continues to increase
- endowment has doubled within the last five years – scholarships is highest priority, but also want to increased endowed professors and programs
- increase in freshman ranked in top 25 of their class
- 73% of faculty and staff participated last year in the Family Campaign – highest participation rate ever
- 2nd Annual Step Up for State begins at 8am on September 20
  - Raised $21,000 last year
  - 24 projects to support students available this year

Campus Carry

- State law requires public university campuses to develop policies – first year of implementation began in August 2016
• promised review after one year
  • survey is available to provide input
  • Task Force will reconvene and meet this week – Adam Clark represents Staff Council on the task force

Thank you for what you do – important for staff to feel that they have a voice

Question – How are we supporting students enrolled in the Deferred Action for Childhood Arrivals (DACA) program?

• President distributed email to Texas State community – we will do everything we can to support them consistent with the law
• We do not track how many of our students are enrolled in DACA – 124,000 live in Texas
• Important to remember that these students have known Texas as their home for most of their lives and don’t speak any language other than English
• Whatever your views, Dr. Trauth continues to stress the importance of voting and encourages everyone in the Texas State community to study the issues and vote accordingly in all elections

(10:31)

Item 2: Recognize Recipients of 2016-2017 Staff Council Scholarships, Awards, and Parking Permits – Adam Clark

Adam Clark and President Trauth recognized the winners:
• Undergraduate Scholarship – Patricia Clarke, Coordinator, University Registrar
• Graduate Scholarship – Elizabeth Hewett, Coordinator, Student Business Services
• Angelika Lester Wahl Staff Diversity Award – Fermin Torrez, Assistant Director, Custodial Operations
• Deborah & James Mathews Excellence in Collaboration – Carl Van Aacken, Coordinator, Learning Lab, Student Learning Assistance Center
• Earl L. Moseley, Jr. Staff Community Service Award – Maggie Hutchins-Wagner, Grant Specialist, Department of Geography
• Rodrigo Rodriguez Outstanding Custodian Award – Joe Carter, Custodian, LBJ Student Center
• Staff Excellence Award – Brendan Scott, Coordinator, Associate Vice President for Academic Affairs
• Parking Permit Raffle Winners – Kelly Dunn, Administrative Assist III, College of Health Professions, and Joanne Palmer, Intellectual Property Contract Specialist, Office of Research and Sponsored Programs

(10:38)

Item 3: Photographs – Recipients; Staff Council Group and Individual Members

ACTION

Item 4: August Meeting Minutes (handout)

Stephanie Korcheck, Secretary, noted several non-substantive typos that need to be changed
Noel Fuller moved approval of the April minutes, with noted changes; Jennifer Johnson seconded; the motion was approved by voice vote

DISCUSSION

Item 5: Treasurer’s Report – Deborah Howell, Staff Council Treasurer (handouts)

Council received $1,220 from the University to support maintenance and operations costs
S$4,984 carryover from last year
Reviewed the attached form that will be used beginning in September to keep Council apprised of account activity and balances
ACTION
(11:02)

Item 6: Officer Elections for 2017-2018 – Adam Clark
Chair-Elect
- Nominations – Robert Jackson nominated Stephanie A. Korcheck, who accepted; Illona Weber nominated Jennifer Johnson, who accepted; Jacqueline Miles nominated Noel Fuller, who declined due to his preference to seek the office of Parliamentarian
- Both candidates discussed their qualifications and why they want to serve in this office
- Stephanie A. Korcheck was elected by a vote of 12-10
Secretary
- Nominations – Jacqueline Miles nominated Jennifer Johnson, who accepted
Treasurer
- As allowed by Council Bylaws, Deborah Howell agreed to serve a second term
Parliamentarian
- Jodi Torrez, previous Parliamentarian, resigned from Council on September 8 due to work demands
- Nominations – Robert Jackson nominated Noel Fuller, who accepted
Member-at-Large, Events
- Nominations – Stephanie A. Korcheck nominated Illona Weber, who declined due to her preference to seek the office of Member-at-Large, Logistics; Illona Weber nominated Jacqueline Miles, who accepted
Member-at-Large, Logistics
- Nominations – Stephanie A. Korcheck nominated Illona Weber, who accepted
These officers comprise the Executive Committee, which meets the first Tuesday of each month from 10am-12pm

DISCUSSION
(11:22)

Item 7: Standing and External Committee Assignments (handouts) – Adam Clark
Current Roster of Standing Committees is attached
To ensure effective work flow for Council discussion and action agenda items, Standing Committees should plan to meet in the week or two after each Council meeting
Volunteers were assigned to each of the external committees that has a designated Staff Council representative – see attached handout for full roster

DISCUSSION
(11:40)

Item 8: Review of UPPS 04.04.11. University Classification and Compensation – Robert Jackson, Chair, Compensation and Benefits Committee
UPPS 04.04.11 – University Classification and Compensation is currently under review through the normal UPPS review cycle and Staff Council has the opportunity to provide comments
There are a number of proposed changes that are of concern and a meeting has been scheduled with John McBride, Assistant Vice President for Human Resources, and members of the UPPS and Compensation and Benefits committees
Issues of concern include the elimination of benchmarking salaries to the local market, treating classified and non-classified employees differently regarding pay resulting from merit and promotions, and changes to longevity pay
A report from the meeting and possible recommendations will be discussed at the October Council meeting

DISCUSSION
(11:49)

Item 9: Timeline for Special Elections to Fill Vacant Seats – Jennifer Johnson, Chair, Elections Committee
Vacancies in following EEO Categories – 2 Administrative, 2 Service, 1 Technical/Paraprofessional
Nominations open September 8-22
Voting open September 25-29
Notification to winners and Orientation October 2-6

**DISCUSSION**

Item 10: – Staff Council Participation in Wellness Fair on October 11 – Treena Herrington, Chair, Special Events Committee
Will send email requesting volunteers to man booth in one-hour shifts

**DISCUSSION**

Item 11: Review Parking Lot Items – Jodi Torrez, Staff Council Parliamentarian

- Staff Ombudsman – referred to Compensation & Benefits Committee
  Based on research of other universities, table indefinitely since a recommendation for a new paid position is not likely to be accepted
- Incident Emails to Senior Administrators to Keep Staff Informed – referred to Marketing Committee
- Parking Issues – referred to Compensation & Benefits Committee
  i. Accessible Spaces for Facilities Vehicles Performing Work
  ii. Parking Rules for Employees with Reserved Permits

**DISCUSSION**

Item 12: Announcements

- Organizational Effectiveness Committee will begin working with Committee Chairs to assist with drafting any necessary bylaws and operating procedures changes as well as strategies to support goals adopted by Council at subsequent meeting

**Adjournment**

Adam Clark moved adjournment, Elizabeth Welch seconded; the motion was approved by voice vote

Stephanie A. Korchek, Secretary
Staff Council

Date of Approval 10/10/17

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**Remaining 2017-2018 Meetings:** All meetings are held in UAC 474 unless otherwise noted:
October 10 (UAC 275), November 14, December 12, January 9, February 13, March 20, April 10, May 8, June 12 (TBD), July 10 (TBD), August 14 (TBD)

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.

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

September 2017 Minutes
### 2016 - 2017 Expenses - M&O Account

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<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>Laptop Repair</td>
<td>50.00</td>
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<tr>
<td>2</td>
<td>Printing of Brochures</td>
<td>393.36</td>
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<tr>
<td>3</td>
<td>Binder for New SC Member</td>
<td>3.40</td>
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<td>4</td>
<td>Thank-You Cards for Guest Speakers</td>
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<td>5</td>
<td>Thank-You Cards for Guest Speakers</td>
<td>6.00</td>
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<tr>
<td>6</td>
<td>Tablecloths for August Meeting</td>
<td>11.00</td>
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<tr>
<td>7</td>
<td>Food for Various Meetings</td>
<td>1,011.46</td>
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<td>8</td>
<td>Give-Away Plants for August Meeting</td>
<td>40.00</td>
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<td>9</td>
<td>Parking Permit for Guest Speaker</td>
<td>5.00</td>
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<td>TOTAL EXPENSES</td>
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<td>REMAINING BALANCE IN ACCOUNT</td>
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### 2016 - 2017 Expenses - Fundraising Account

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<td>1</td>
<td>President's Podium for September Meeting</td>
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<td>2</td>
<td>Plaques in JCK</td>
<td>856.28</td>
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<td>3</td>
<td>Raffle Ad &amp; Raffle Tickets</td>
<td>242.31</td>
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<td>4</td>
<td>Estimates &amp; Sign for Plaques in JCK</td>
<td>949.81</td>
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<td>5</td>
<td>Nameplates for Plaques - Hill Country Trophy</td>
<td>30.00</td>
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<td>6</td>
<td>Cash Box for Raffle Money</td>
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<td>7</td>
<td>Tub for Raffle Tickets</td>
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<td>8</td>
<td>Parking Permits for Raffle (3 @ $335 each)</td>
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<td>9</td>
<td>Scholarships (2 @ $1,000 each)</td>
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<td>Overhead Charges for Income Generating Account</td>
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<td>TOTAL EXPENSES</td>
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### 2016 - 2017 Expenses - Scholarship Account

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<td>Staff Awards</td>
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<td>(This also included awards from 2015-2016 because they were expensed in September of 2016.)</td>
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<td>Fringe for Staff Awards</td>
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**TOTAL EXPENSES**

1,220.00
2017-2018 Standing Committees
as of 09-08-17

Overseen by:
Member at Large for Logistics

Compensation & Benefits
• Robert Jackson (Chair)
• Illona Weber (Co-Chair)
• Harold Bogue
• Charles Evers
• Nina Toomer
• Corey Weber

Elections
• Jennifer Johnson (Chair)
• (Co-Chair)
• Cynthia Arredondo
• Adam Clark
• Treena Herington
• Deborah Howell

Organizational Effectiveness
• Stephanie Korcheck (Chair)
• (Co-Chair)
• Phillip Holden
• Robert Jackson
• Aaron Noto
• Teresa Rudolph
• Nina Toomer

UPPS
• Teresa Rudolph (Chair)
• Illona Weber (Co-Chair)
• Phillip Holden
• Aaron Noto
• Teresa Rudolph
• Whitten Smart

Overseen by:
Member at Large for Special Events

Fundraising
• Jacqueline Miles (Chair)
• Noel Fuller (Co-Chair)
• Harold Bogue
• Joe Carter
• Margie Rodriguez
• Elizabeth Welch

Marketing
• Cynthia Arredondo (Chair)
• (Co-Chair)
• Adam Clark
• Jennifer Johnson
• Stephanie Korcheck
• Alma Machado
• Whitten Smart

Scholarships and Awards
• Noel Fuller (Chair)
• Deborah Howell (Co-Chair)
• Alma Machado
• Margie Rodriguez
• Krista Salas
• Corey Weber

Special Events
• Treena Herington (Chair)
• (Co-Chair)
• Jo Carter
• Adam Clark
• Jacqueline Miles
• Krista Salas
• Elizabeth Welch
2017-2018 External Committee Assignments
See the Roster of Councils, Committees, and Teams for descriptions as of 09-12-17

ADA/504 Compliance & Steering Committee on Disabilities – Whitten Smart

Campus Facilities Planning Committee – Aaron Noto

Campus Recreation Advisory Committee – Corey Weber

Energy Conservation Committee – Adam Clark

Equity and Access Committee – Stephanie A. Korcheck

Facilities & Environment and Sustainability Committee – Harold Bogue

Institutional Effectiveness Council – Adam Clark (Chair)

Parking Ticket Appeals Committee – Joe Carter

Presidential Work Life Advisory Council – Cynthia Arredondo

Professional Development Advisory Council – Charles Evers

Transportation Services Advisory Council – Adam Clark

University Police Department Advisory Council – Krista Salas

University Safety Committee – Phillip Holden

Committees Not Listed in Roster

Campus Carry Task Force – Adam Clark (Chair)

Excellence in Diversity Award Committee – TBD

Muir Mentoring Award Committee – Deborah Howell

Leadership Assembly – Adam Clark (Chair), Stephanie A. Korcheck (Chair-Elect)