Members in attendance: Ginger Blanchard, Dana Chapman, Adam Clark, Sarah Drennan, Julie Eriksen, Charles Evers, Burel Ford, Bob Hanna, Marcus Hendry, Jessica Henry, Amy Hilton, Jeffery Magness, Stephanie Miller, Mason Murphy, Meghan Parker, Jack Rahmann, Margie Rodriguez, Summer Salazar, Denise Wagner

Members not in attendance: Excused: Sandra Brooks, Lisa Garza, Kevin Gilley, DeLara Julian, Sonya Kraus, Jodi Torrez, Absent: Kevin Gilley, Ronald Smith

MISSION

The mission of the Texas State University Staff Council shall be to promote and enhance the status of the university staff, to ensure the effective contribution of staff expertise toward university goals, and to act as liaison between the university president and staff employees. The Council shall represent the collective body of the staff and shall report directly to the university president.

10:00 Welcome
   Introduction of Guests: Sarah Naper, Director, research & Learning Services
   Lori Hughes, Director, Administrative Services
   Sarah & Lori presented a power point of the Alkek Library renovations that are taking place.
   We have the power point presentation in our share drive under: minutes>November 2015 for your review if needed.

10:57 Call to order: Meeting was called to order:
   Approval of October Minutes: Jessica Henry moved to approve October minutes.
   Stephanie Miller seconded, Motion carries.

11:00 Old Business: A storage facility to keep all of Staff Council’s items in one place is needed.
   Jack Rahmann said LBJ could be a short term possibility, Marcus Hendry said Jowers could be a location permanently.

10:55 New Business:

A. Executive Council Reports
   a. Chair – Ms. Meghan Parker
      • January Staff Council Meeting will be held in UAC 124
      • Scott Johnson has stepped down
      • Working on finalizing answer for Dr. Estaville
      • Change in internal operating procedures to combine some of the committees; Denise Wagner moved to approve, Dana Chapman seconded, Motion carries.
   b. Chair-Elect – Ms. Summer Salazar
      • Thanked Marcus for helping with Career Services
   c. Past Chair – Mr. Kevin Gilley
   d. Secretary – Ms. Dana Chapman
      • The Bylaws & Procedures have been approved, signed, and scanned into share drive
• Staff Council has a TRACS site and the contents need to be moved onto our share drive and then remove the TRACS site. Dana Chapman moved to approve, Denise Wagner seconded, Motion carries

e. Treasurer – Ms. Sonya Krause
• Sonya & Meghan met with Donna Hoyland and she is working on our accounts to get them organized
• Amy has sent Sonya the email from James Webb regarding the procedure for deposits we are to follow

f. Parliamentarian – Ms. Jodi Torrez

g. Member At-Large – Mr. Marcus Hendry – Logistics – No Report

h. Member At-Large – Ms. Stephanie Miller – Special Events – No Report

B. Internal Committees – Updated Committee Chairs

a. Bylaws and UPPS (Jodi Torrez):
• 2 new UPPS’s this week

b. Compensation (Julie Eriksen): No Report

c. Elections (Denise Wagner): No Report

d. Fundraising (Kevin Gilley):
• Meeting this week

e. Marketing (Jack Rahmann):
• Welcome letter was approved ready for new staff members
• Brochure is needed but the cost has to be minimal due to very limited funds

f. Scholarship and Awards (Mason Murphy):
• Sandra Brooks has the awards, Mason Murphy will be getting the names current and listed on our shared drive, Kevin Gilley will get them engraved and hung by January 1.
• Meeting December 15, 2015

g. Special Events (Amy Hilton):
• December’s Staff Council we will have a Mexican holiday potluck, look for a sign-up genius email coming
• Fall Campus Outreach is Hays Co. Brown Santa, bring a new unwrapped toy to December’s meeting

h. Transportation and Parking (Marcus Hendry):
• Meeting date for appeals follow-up

C. External Committees

a. Campus Carry Task Force: Meghan Parker
• Meetings are every Friday, 3 open forums scheduled-11/17, 11/18, 11/19
• Timeline has been pushed up

b. ADA/504 Compliance & Steering Committee on Disabilities: Mason Murphy & Bob Hanna
• Bob researched and there is very little information for staff with disabilities
• Safe Refuge Areas, supposed to do a walk-thru of Centennial & Jowers
• UAC building, people with wheelchairs cannot get into second floor classrooms
• Any specific concerns please email Bob, Mason or Dr. Sherri Benn
c. Campus Facilities Planning Committee: Sandra Brooks & Kevin Gilley
d. Campus Recreation Advisory Committee: Amy Hilton & Jessica Henry
   • Meeting was canceled, rescheduled for the spring
e. Energy Conservation Committee: Sara Drennan (Jack Rahmann Alternate)
f. Equity and Access Committee: Lisa Garza (Mason Murphy Alternate)
g. Excellence in Diversity Award Committee: Margie Rodriguez (Sandra Brooks Alternate)
h. Facilities & Environment Committee: Jack Rahmann & Sandra Brooks
i. Faculty Senate – Meghan Parker (Summer Salazar Alternate)
j. Leadership Assembly – Meghan Parker and Summer Salazar
   • President Trauth gave updates on buildings and our budget, Enrollment numbers look good, SACS Fifth Year report is due in the spring
k. Muir Mentoring Award Committee: Burel Ford (Ginger Blanchard Alternate)
   • At the meeting, most of the work is done in the spring. Nomination email went out the beginning of November
l. Parking Ticket Appeals Committee: Marcus Hendry, Charles Evers, Stephanie Miller
m. Presidential Work Life Advisory Council: Julie Eriksen (Jessica Henry Alternate)
n. Professional Development Advisory Council: Dana Chapman & Denise Wagner
o. Regental Planning Committee – Meghan Parker (Summer Salazar (Alternate))
p. Transportation Services Advisory Council: Marcus Hendry (Denise Wagner & Jeff Magness Alternates)
q. University Police Dept. Advisory Council: Sonya Kraus & Kevin Gilley
r. University Safety Committee: Ginger Blanchard (Bob Hanna Alternate)
   • Worker Compensation/Hazardous Report, Ginger has the report if needed
   • Professional Development has a workshop on emergency preparedness regarding an active shooter

Parking Lot/Discussion (Jodi Torrez)

Announcements:

Jack Rahmann stated that HR’s new performance management system has very significant changes. The implementation phase is coming. Old terminology will be updated.

SLAC is sponsoring therapy dogs to come in during finals for students 12/7 & 12/8

Might have a field trip to LBJ in the spring or summer 2016

12:00: Adjournment

_________________________   _______________________
Secretary                       Date of Approval
Staff Council
*If you have an issue to bring before the Staff Council and would like to be added to our next agenda, please contact staffcouncil@txstate.edu.

*All minutes can be accessed by going to http://www.staffcouncil.txstate.edu/meetings/minutes.html

*Statements made during meetings of the Staff Council shall be privileged communication. 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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