Minutes of Staff Council  
Tuesday, July 14, 2015  
10:00am – 12:00 noon  
Bobcat Stadium

**Members in attendance:** Sandra Brooks, Adam Clark, Sarah Drennan, Burel Ford, Bob Hanna, Robert Hendry, Jessica Henry, Scott Johnson, Meghan Parker, Summer Salazar, Ron Smith, Jodi Torrez, Denise Wagner, Nicole Wagner (visitor)

**Members not in attendance:** Mark Burrow (exc), Dana Chapman (exc), Valerie Creveling (exc), Kevin Gilley (exc), Judy Herington, Amy Hilton (exc), Ted Ingwersen (exc), Sonya Krause (exc), Jeff Magness (exc), Mason Murphy (exc), Dana Ortiz (exc), Paul Prince, Lisa Ramos (exc), Ray Wilson (exc)

**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 and Tour of Bobcat Stadium & The Jerry D. and Linda Gregg Fields West Side Complex  
- Meet at west Bobcat stadium parking lot

11:20  Call to order: The meeting convened at 11:20am, Chair-Elect – Ms. Meghan Parker presiding. Approval of Minutes: Jodi Torrez moved to have minutes approved. Motion carries.

10:35  Old Business:
A. Vote on Bylaw amendment  
   a. Bylaw Amendment  
      i. Article V. Organization, Section 2. Duties, Section c.  
      ii. Currently reads: “The treasurer shall monitor all Staff Council accounts and present a monthly report to reflect all deposits and withdrawals. The treasurer will also maintain all records pertaining to all incomes and expenditures. Payment of any items will be coordinated through the treasurer.”
      
         iii. Proposed Amendment: “The Treasurer shall keep track of the financial transactions of all Staff Council accounts. The Treasurer shall maintain all Staff Council interdepartmental transfer, E-NPO, Bookstore card, and P-card records. The Treasurer shall maintain a dual signature role for all Staff Council transactions with the Chair and or Chair-Elect. The Treasurer shall serve a one-year term in consistency with all other elected officers but is strongly encouraged to commit to serving two consecutive one-year terms. This back-to-back service will allow for continuity of record keeping. The Treasurer has the option to serve in a one-year voluntary Ex-Officio role for the purposes of training the new first-year Treasurer. Preference and consideration will be given to members in an accounting or administrative position at Texas State.”
      
         iv. Rationale: The treasurer needs to be knowledgeable in the accounting methods at Texas State University.

      v. Scott Johnson moved to have bylaw amended. Motion carries.
I. Note: Bylaw amendments must be submitted to Dr. Brittain for approval.

10:40  New Business:

A. Executive Council Reports
   a. Chair - Mr. Kevin Gilley: NO REPORT
   b. Chair-Elect – Ms. Meghan Parker
      i. Retreat update
         1. Shared 3 forms: Retreat goals, SWOT Analysis, restructure of Committee Descriptions
            a. Must vote on committee structure updates in August.
            b. Asked for Staff Council members to bring committee preferences to Orientation for upcoming year
         2. Discussed goals for Staff Council
            a. PR
            b. Communication
            c. Logistics and structure
         3. Requests for meeting visitors should go to Meghan
            a. Will invite VP of Facilities
            b. IT VP – Sandra Brooks
      c. Secretary – Ms. Summer Salazar
         i. NB topic: Bob Hanna: Campus Appearance and Staff workload increase by grants
            1. Concerned with growth and focus of Texas State becoming a research institution and the increase of work on staff. Rationale: as Faculty become more interested in grant writing and research, as grants are awarded, the work goes to staff who already have other responsibilities. Since grants are handled differently, there isn’t transparency in how they’re handled or who should be doing the work. Noted that we need a liaison to grants who knows the ins and outs.
            2. It was noted that grants should have a line item for additional staff to complete projects. Concern is to do further research into growth of university and how the research affects current staff. We need an infrastructure to sustain a research institution. Another concern includes space for hiring staff to complete grant.
            3. Nicole Wagner would like to move forward with a discussion to create a strategy. Some examples include Professional Development session for policy and implementation.
            4. **Bob Hanna moved to discuss topic of grants and campus appearance at August Meeting. Motion carries.**
      d. Treasurer – Mr. Mason Murphy: No report
      e. Parliamentarian – Ms. Jodi Torrez: No report
      f. Member At-Large – Ms. Amy Hilton: No report
      g. Member At-Large – Ms. Sonya Kraus: No report

B. Internal Committees
   a. Bylaws and UPPS (Sonya Kraus):
      i. Bylaw Amendment
         1. Article IV. Membership, Section C. Terms of Office, 1.
a. Currently reads: Representatives shall serve two-year terms. Terms of office shall begin on September 1.

b. Proposed Amendment: Representatives shall serve two-year terms. Terms of office shall begin on September 1. At the end of two years, representatives can elect to serve a third year with executive council approval. Those wishing to serve a third year will have to notify executive council in writing no later than April 1st, of their intent, prior to spring elections.

ii. Article IV. Membership, Section C. Terms of Office, 2.

1. Currently reads: No member may serve more than three consecutive terms except as indicated in Article V, Section A, 1, c, and d, but may be re-elected after a one-year absence.

2. Proposed amendment: No member may serve more than three consecutive terms, or six consecutive years, except as indicated in Article V, Section A, 1, c, and d. A member may be re-elected after a one-year absence or appointed by the Executive Council as/if necessary/needed.

b. Compensation (Sandra Brooks): no report
c. Elections (Amy Hilton):
   i. Election updates
d. Fundraising (Kevin Gilley): parking can now be purchased for fundraiser winners
e. Online Technology (Ray Wilson): no report
f. Orientation (Summer Salazar):
   1. Please RSVP to event. We look forward to seeing you there.
g. Perks (Jessica Henry): researching items for Wellness Fair give-a-ways. Working with Jodi on recommendations for stadium cup purchase
h. Public Relations (Burel Ford): no report
i. Scholarship and Awards (Mason Murphy): Scholarship Winner – Mariel Alvarez
j. Transportation and Parking (Lisa Ramos): No Report

C. External Committees

a. ADA/504 Compliance & Steering Committee on Disabilities – Amy Hilton/Mason Murphy

b. Campus Facilities Planning Committee – Sandra Brooks
c. Campus Recreation Advisory Committee – Amy Hilton and Jessica Henry
d. Energy Conservation Committee – Valerie Creveling
e. Equity and Access Committee – Paul Prince
f. Excellence in Diversity Award Committee - Sandra Brooks
g. Facilities & Environment Committee – Sandra Brooks
h. Faculty Senate – Kevin D. Gilley
i. Muir Mentoring Award Committee – Sonya Kraus
j. Parking Ticket Appeals Committee – Mark Burrow, Ted Ingwersen, Elizabeth Ramos, and Valerie Creveling
l. Professional Development Advisory Council – Summer Salazar
m. Regental Planning Committee – Kevin D. Gilley and Meghan Parker
n. Transportation Services Advisory Council – Ray Wilson, Robert Marcus Hendry and Judy Herington
o. University Police Dept. Advisory Council – Jodi Torrez and Sonya Kraus
Parking Lot/Discussion (Jodi Torrez)
Adjournment

<table>
<thead>
<tr>
<th>Secretary</th>
<th>Date of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Council</td>
<td></td>
</tr>
</tbody>
</table>

*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](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.*

*Like us on Facebook! [https://www.facebook.com/TexasStateStaffCouncil](https://www.facebook.com/TexasStateStaffCouncil)*