

**Meeting Minutes**

March 12, 2019

10:00 a.m.—12:00 p.m.

ALK 105-106

*The mission of the Texas State University Staff Council shall be to*

*promote and enhance the status of university staff,*

*ensure the effective contribution of staff expertise toward university goals,*

*and act as the liaison between the university president and staff.*

*The Council shall represent the collective body of the staff*

*and shall report directly to the university president.*

**Note:** Minutes for previous Staff Council meetings are available at [staffcouncil.txstate.edu/meetings/minutes](http://www.staffcouncil.txstate.edu/meetings/minutes.html).

(10:00) **Call to Order—Stephanie A. Korcheck, Chair**

* Call to order 10:02 am (Stephanie K.)
* Present Cynthia Arredondo, Matt Greengold, Walt Yantis, Harold Bogue, Stephanie Daniels, Robert Eby, Steve Blank, Annette Hamon, Illona Weber, Stephanie Korcheck, Noel Fuller, Amy Jiang, Alma Machado, Carolina Benavides, Krista Flores
* Excused:  Angela Behnke, Cynthia Castillo, Natalie Davis, Amanda Garza, Lisa Ramos, Whitten Smart, Andrea Hilkovitz
* Unexcused:  Lou de Virgilio, Staci Wade, Tabitha Williams

(10:02) **Roll Call—Angela Behnke, Secretary**

* Not present

**SPEAKER Item 1. University Police Department Update—Chief Laurie Clouse**

(10:05)

* *Introduction and presentation of Chief Laurie Clouse.  Ext: 2885 cell: 940.368.5506 laurieclouse@txstate.edu*
* *Introduced Bobcat Guardian App*
* *Safety app*
  + - 1. *Sets safety timer*
      2. *Submit a tip (text feature)*
      3. *Alerts*
      4. *Resources portal*
      5. *‘Orange button’ will call Univ police*
         1. *Tracks phone*
         2. *Don’t need to speak for it to work*
         3. *Officer will be dispatched to your location*
* *Goal to achieve accreditation*
* *IACLEA - 215 standards (International Association of Campus Law Enforcement Administrators)*
* *CALEA - 459 standards (Commission on the Accreditation for Law Enforcement Agencies)*
  + *Came from UNT Health Science Center, Denton*
* *Started in elementary education*
* *Question) What do you like best about being a peace officer*
  + *Likes interaction with community*
  + *Enjoys being a role model for women*
  + *Mentoring new law enforcement officers*
* *(Question) What do faculty do when they need to get in to their office?*
* *Each department has a ‘key holder’ with master keys to every lock in the department*
* *After hours, contact UPD*
* *Eric Algoe will be releasing communication campus wide for building accessibility.*
  + *(Question) Are you getting a drone for surveillance?*
* *Short answer:  no*
* *Officer Dorsey is involved with an external drone program*
  + *Will provide proposal for consideration*
* *Chief is more interested in an explosive K9*
* *Update on robberies*
* *4 arrest warrants have been issued*
  + *3 arrested and in jail*
  + *1 turned himself in*
* *Blanco Garage*
  + *Suspect and victim were involved in drug deal*

**ACTION** **Item 2: February Meeting Minutes (handout)—Angela Behnke, Secretary**

(10:35)

* *Stephanie K.  Angie and Stephanie working on formatting and expediting turnaround of minutes.*

DISCUSSION **Item 3: Treasurer’s Report (handout)—Natalie Davis, Treasurer**

(10:40)

* *No changes to budget - Stephanie K*

DISCUSSION **Item 4: Communicating via Teams (handouts)—Stephanie A. Korcheck,**

(10:45) **Chair, and Illona Weber, Member-at-Large for Logistics**

* *Challenges:*
  + *Tracking changes*
  + *Moving from email to Teams*
  + *Printing*
  + *Organizing GRP’s/Channels (Favoriting)*
  + *Email is general priority*
  + *Notifications*
* *Suggestions:*
  + *Set up channel in Teams for FAQ/help (done March 12) users to put concerns/frustrations in this channel and whomever is knowledgeable in the issue can respond*
  + *Change habits to check Teams on a regular basis*

**ACTION Item 5: Fill Chair Elect Vacancy (handout)—Stephanie A. Korcheck, Chair**

(10:55)

* *Chair Elect Vacancy filled by Stephanie Daniels: - Stephanie K*
  + *Motion to accept:  Annette Hamon, Matt Greengold 2nd*
  + *Unanimous*

**ACTION Item 6: Proposed Bylaws Amendments re: Officer Responsibilities**

(11:00) **(handout)—Stephanie A. Korcheck, Member, Council Effectiveness Committee**

* *Changes:*
  + *Section 3.a.iii. Chair will disseminate official communications*
  + *Section 3.a.v Chair will oversee agendas and preside*
  + *Subsection 3.b.iii vice chair will ensure secretary responsibilities are performed*
  + *Section 3.d.iii biannual reports are not necessary*
* *Motion to approve officer responsibilities*
  + *Robert, Steve 2nd*
  + *Unanimous*

**ACTION Item 7: Eligibility of Current Members for Staff Council Scholarships**

(11:05) **(handout)—Noel Fuller, Parliamentarian, and Chair, Scholarships and**

**Awards Committee**

* *Should a SC member be eligible for SC scholarships?*
* *Possible solutions:*
  + *Do not allow*
  + *Allow but incorporate an impartial 3rd party in review of applications*
  + *Would have to select ‘someone’ outside SC perhaps Lisa or someone along that line*
  + *SC member wouldn’t be eligible to serve on that committee*
* *Stephanie proposed, eliminate the applicant for this year, insufficient time to evaluate HOW this process would work*
* *Krista proposed, keep application for this year, insufficient time to evaluate HOW this process would work*
  + *There is no current criteria for ineligibility, follow procedure this year.*
  + *Robert Eby suggests sending ranking to president’s office*
  + *Not in procedures*
* *No action taken at this time*

DISCUSSION **Item 8: Proposed Recommendation to Create the Hire, Inspire, and Retain** (11:10) **Staff Task Force (handout)—Stephanie A. Korcheck, Chair**

* *On hold*
  + *Draft not done*
  + *Exec has not reviewed*
  + *Will be on agenda in April*

DISCUSSION **Item 9: Goal 2, Outcome 2 re: Unit-Level Staff Recognition Programs**

(11:20) **(handout)—Matthew Greengold, Chair, Compensation and**

**Benefits Committee**

* *Not within SC scope to create a NEW system when Staff Shout-outs exist*
* *Publicize nominees along with University Employee of the Month*
  + *Stephanie D said possibly nominees are in pool for more than one month*
    - *Digital signage, flyers to departments to increase leadership/faculty awareness of Shout-Out’s*
    - *Invite shout-out recipient to SC meeting for photo op*
    - *Marketing - Shout out photo posting*
* *Stephanie K - update on Marketing’s work on Shout-Out’s*
  + *Update certificate*
  + *On SC webpage, Shout out’s will take you to form and list of recipients*
  + *Recommend that this item is referred to Marketing*
  + *Shout outs are unfiltered, no censorship of submissions*
* *Other recommendations:*
  + *Bravo - IT - nominee and nomination go into a pool for drawing*
  + *Kudo - University Advancement - nominees go into a pool for random drawing*
  + *Badges - Harold - Shout outs using Performance Management*
  + *C&B to create inventory of what departmental divisions use any recognition tools*

UPDATE **Item 10: Resolution of Pending Items (handout)**

(11:25) a. Staff Concern (9/11/18) re: Selection Criteria for Developmental Leave—

Matthew Greengold, Chair, Compensation and Benefits Committee

* + *Developmental leave can be denied*
  + *Claim that Provost’s office has unspoken rule that Academic Affairs units are not eligible*
  + *Provost re-butted that they received no application*
  + *Recommendation to move to UPPS for rewording for 2020 review*

1. Lack of Replacement Custodians at JCK when Positions are Vacated (follow up from December meeting)—Matthew Greengold, Chair, Compensation and Benefits Committee

* *Eric Algoe states no intention to phase out custodial workers in JCK*
* *Campus wide concern due to inability to retain custodial workers campus wide*

1. Staff Concern (12/11/18) re: Texas State Allies and Religious Freedom—Stephanie A. Korcheck, Chair

* *Amira McBride - Chief Diversity Officer provided a response. (Handout Item 10)*

1. Staff Concern (1/2/19) re: Building Temperatures upon Return from Break—Stephanie A. Korcheck, Chair

* *Temperatures in buildings are lowered to conserve energy while most people are away from campus. Tom Shewan noted concern.*

1. Staff Concern (1/17/19) re: Potentially Offensive Caricature in the Functional Title Policy Guidance—Stephanie A. Korcheck, Chair

* *“Lead Ninja” potentially offensive*
* *Document has been changed*
* *Stephanie K - University wide notifications re: employee death*
  + *Departments will disseminate but not university*
  + *Family privacy*
  + *Deceased members noted in Bobcat Paws*

UPDATE **Item 11: Job Title Consolidation Task Force—Natalie Davis, Staff**

**(**11:35) **Council Representative**

* *not present regarding Title Consolidation Task Force*

UPDATE **Item 12: Campus Facilities Planning Committee (handout)—Matthew**

**(**11:45) **Greengold, Staff Council Representative**

* *Campus Facilities Planning Committee - Handout 12*

DISCUSSION **Item 13: Announcements**

(11:50) a. Council Representative on Professional Development Advisory Council

* + *Amy volunteered to participate remotely*
  + *Annette backup*

1. Staff Shout-Outs
2. Lauren Mikiten, Digital Content Strategist, University Marketing
3. Teresa Duggins, Human Resources Analyst, Human Resources
4. Mark Moore, Graduate Admissions Specialist, The Graduate College
5. Laura Shearer, Administrative Assistant II, Department of Counseling, Leadership, Adult Education & School Psychology
6. Joya Konieczny, Director of Academic Advising, College of Education
7. Staff Council Bobcat Build Team—April 13, 2019

* *Will be working with marketing to invite any staff member to the team*
* *SC members talk to Noel if you want to participate*
* *19 people permitted per team*

1. *Chair and Chair Elect will be traveling to RR on April 4, 2019 for outreach meeting*
2. *Received a concern after agenda came in: regarding departmental budget cuts: referred to Exec*
3. *SC notecards are available for committee chairs to write thank you’d*
4. *Robert -*

* *Fundraising committee - UT SC raises money by selling recycling, Will research more and take to fundraising committee*
* *Environmental awareness and sustainability - he will research and bring to council*

DISCUSSION **Item 14: Review Pending Items—Noel Fuller, Parliamentarian**

(11:55) a. Procedures for Staff Shout Outs—referred to Marketing

1. Cross-Training Opportunities and Procedures—referred to Compensation and Benefits and Council Representative on the Professional Development Advisory Council
2. Staff Concern (5/11/18) re: Telecommuting, Flexible Work Schedule, and Hours of Operation—referred to Compensation & Benefits
3. Elections Logistics/Procedures/Member Representation—referred to Elections
4. Scholarship for Skilled Worker Industry Credentials and/or Associate’s Degree Programs—referred to Scholarships and Awards
5. Creation of New Award for Excellence in Serving Students—referred to Scholarships and Awards
6. Creation of Staff Emergency Fund—referred to Compensation and Benefits
7. Staff Concern (9/10/18) re: Notification when Staff Members Pass Away—referred to Marketing
8. Review Accounts and Limitations on Funds Transfers—referred to Treasurer
9. Develop Proposal for Submission to the Transportation Services Advisory Council (TSAC) re: Critical Need for Visitor Parking Options for Events—referred to Compensation and Benefits and Council TSAC Representatives

(12:00) **Adjournment**

* ***Motion to Adjourn –*** *Walt Yantis, Noel Fuller* ***2nd***

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Texas State staff are welcome to attend any Staff Council meeting. The list of meeting dates and locations can be found at <https://www.staffcouncil.txstate.edu/meetings/minutes.html>.

If there is a specific issue or concern you would like Council to address, please complete the form at [www.staffcouncil.txstate.edu/Staff-Concerns](http://www.staffcouncil.txstate.edu/Staff-Concerns). When submitting the form, you can remain anonymous if that is your preference.

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 expressing their views at Council meetings.