MINUTES
New Member Orientation
August 8, 2017
8:30 a.m. – 11:30 a.m.
Maroon & Gold Room, Darren B. Casey Complex

Members in attendance: Adam Clark, Charles Evers, Noel Fuller, Treena Herington, Deborah Howell, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeffery Magness, Jacqueline Miles, Jack Rahmann, Margie Rodriguez, Samantha Smith; Illona Weber

Members not in attendance: Excused – Ana Lisa Garza, Jodi Torrez; Unexcused – Robert Hanna, Corey Weber, Elizabeth Welch

Newly-Elected Members in attendance: Cynthia Arredondo, Harold Bogue, Joe Carter, Alma Machado, Teresa Rudolph, John Sculley, Whitten Smart, Nina Toomer

Newly-Elected Members not in attendance: Excused – Phillip Holden, Aaron Noto, Krista Salas

Guest: Ismael Amaya, Office of the Dean of Students

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

(8:30) Breakfast Meet and Greet

(8:45) Call to Order and Welcome – Adam Clark, Staff Council Chair-Elect

(8:46) Item 1: Complete 2017-2018 Member and Outgoing Member Surveys – Charles Evers, Organizational Effectiveness Committee
2017-2018 members completed the paper-pencil survey
To protect the confidentiality of survey responses in light of the small number of outgoing members at the meeting, their survey will be administered online with members who resigned during the course of the year

(9:00) Item 2: Introductions – Adam Clark

SPEAKER (9:01) Item 3: Dr. Vicky Brittain, Special Assistant to the President
Past year has been positive with Staff Council
➢ Ongoing, monthly meetings with Chair and Chair-Elect to stay current on issues important to staff
➢ Fundraising for scholarships
➢ Newly endowed scholarship to provide funds for full-time staff to continue their educational pursuits
• This helps us address goal of increasing endowed scholarships, which is one measure to gain eligibility for National Research University Funds (NRUF)
• With 40 new endowments last year, we doubled our count; but we still lag behind other Emerging Research Universities (ERU)
  ➢ Understands that we are undertaking substantial revisions to bylaws – would like Council to submit those to the President in “chunks” to optimize her review process
  ➢ Looking forward to working with Council to identify what is working and what is not working as well as areas of weakness and opportunities to strengthen Council
  ➢ Encourage conversation so Council can become what it wants to be
  ➢ Believes that a strong, effective Council benefits staff, units, and the entire University community

2017-2018 Merit Increases – concerns regarding lack of information; conflicting statements in different units
  ➢ President’s Cabinet is working on the issues
  ➢ Variables that impact decision
    • 2016-2017 merit increases cost $5 million
    • Texas Legislature decreased 2017-2018 budget by $4.3 million
      ▪ sufficient support for buildings/bonds payments
      ▪ decreased funding formulas and general revenue
  ➢ Current ambiguities/unknowns
    • Headcount/semester credit hours for fall semester – conservatively projecting 0% growth
    • Costs of Hazelwood (tuition exemption program for veterans; not reimbursed by state) – last year cost Texas State $18 million
    • Increases in employee and retiree insurance programs
  ➢ Once ambiguities/unknowns are resolved, decision will be made – it is possible that units will be asked to reduce budgets by 2%
  ➢ Same situation likely for merit decision in 2018-2019

Thank you to outgoing members and welcome to new members – you are important voices for Council and university staff
A member raised a concern about staff retention rates – would help if President would communicate that faculty and staff are not where cuts will be made; absent information, looks discouraging and staff can “give up”

**ACTION**

**Item 4: July Meeting Minutes (handout) – Current Members Only**
Online vote will be conducted with 2016-2017 members

(9:23)

**Item 5: Review Notebook Contents and Introduce Council Members – Adam Clark**
Reviewed items in member notebooks (e.g., 2017-2018 meeting schedule, roster, bylaws, operating procedures)
Returning, new, and outgoing members introduced themselves to the group

(9:37)

**Item 6: Ice Breaker and Door Prizes – Jacqueline Miles, Chair, Special Events Committee**
A bingo game activity helped members interact and get to know one another

(9:50)

**Item 7: Door Prizes – Jacqueline Miles**
Prizes (plants, water bottles, t-shirts) were given to members who most quickly got bingo
Item 8: Staff Council Mission and Preliminary 2017-2023 Goals (handout) – Adam Clark
Adam reviewed the Strategic Planning process to date, including the preliminary goal statements presented to Council at its July meeting. Stephanie Korcheck, Chair of the Organizational Effectiveness Committee, indicated that the goals are still undergoing refinement and all new members need to identify which of the four goals they would like to work on. The recommended goals will be presented to the Council for approval at the September or October meeting.

Item 9: Overview of Staff Council Officer Positions (handout) – Current Officers
Officers present at the meeting described the duties of each officer position; for absent officers, Adam Clark provided descriptions. Elections will be held at the September meeting for all officer positions, except the Chair.

Item 10: Overview of Staff Council Standing Committees (handout) – Current Chairs and Co-Chairs
Committee chairs present at the meeting described the duties of each committee; for absent officers, committee members provided descriptions. All members must complete the Committee Preferences form, note willingness to chair or co-chair a committee, and submit the completed form to Adam by August 15.

Item 11: Door Prizes – Jacqueline Miles

Item 12: Recognize Outgoing Council Members – Adam Clark
Jeffery Magness and Jack Rahmann were presented certificates of appreciation for their service on Staff Council; certificates will be delivered to Ana Lisa Garza and Robert Hanna, who were not in attendance.

Item 13: Announcements
a. Submit Member Profile form, Committee Preferences form, and preferred strategic goal working group to Adam Clark by Tuesday, August 15.
b. Officer elections will be held at the September Council meeting.
c. Group photo with President Trauth and individual photos will be taken at the September meeting; please dress accordingly.
d. Congratulations to Staff Council member Noel Fuller, who will graduate Friday with his Master of Science in Interdisciplinary Studies!

Adjournment
Stephanie Korcheck moved adjournment, Jennifer Johnson seconded; the motion was approved by voice vote.

Stephanie A. Korcheck, Secretary
Staff Council

Date of Approval

August 2017 Staff Council Minutes
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
Staff Council Meeting – August 8, 2017
Item 8. Staff Council Mission and Preliminary 2017-2023 Goals

In June, a Strategic Planning Retreat was held to honestly assess where the Council is now and where we want to be in the future. During the retreat, participants affirmed the Council’s existing Mission Statement and began the process of crafting goal statements to guide the development of strategies, activities, and measurable outcomes for the coming year. (Notes from the retreat begin on the next page.)

Working groups were formed to continue refining the statement and begin developing strategies and outcomes for each goal. This work will continue into the fall with our new members and after today’s meeting, you will be asked to participate in one of the four working groups. Once approved, all Standing Committees will identify specific activities to support the successful execution of each applicable strategy.

Staff Council Mission Statement

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.

Staff Council 2017-2023 Draft Goals

**Goal 1:** Staff Council will provide effective, timely, and inclusive communication to all staff members on all essential university matters to promote a connection between staff and other groups on campus.

**Goal 2:** Staff Council will work to actively support programs that improve staff retention.

**Goal 3:** Staff Council will strengthen communication between staff and administration.

**Goal 4:** Staff Council will contribute to and make recommendations to university planning and policy decisions on issues of concern to university staff.
Friday, June 23, 2017
Staff Council Planning Retreat Maroon
and Gold Room, Texas State

Members present: Adam Clark, Noel Fuller, Bob Hanna, Treera Herington, Robert Jackson, Jennifer Johnson, Stephanie Korcheck, Jeff Magness, Jacque Miles, Jack Rahmann, Margie Rodriguez, Beth Welch

“Where are we now?”
• Not fulfilling our mission entirely
• Indirectly engaged with the President (needs defining)
• Process not clarified
• In a transitional phase (inaction)
• Skilled/service staff underrepresented
• Nobody knows what we do
• No voice for staff in the university strategic planning process
• Lack of staff presence in university communications
• No follow-through with staff concerns
• Not contributing to university goals
• Don’t log or track what committees are doing within the Council • There is presently no meat on our bones!

“Where do we want to be?” (Voted on as priority in parentheses)
• Direct access to the President (1)
• Quarterly attendance by President with the full Council (2)
• More relevant (2)
• Increase membership based on number of staff (0)
• Actually implement our mission (4)
• Try to ramp up the work we’re doing (0)
• We need a cultural shift in the Council’s mindset (0)
• Involvement in salary decisions [voice at the table] (1)
• Consider longer Council member terms (1)
• Prioritize our goals (1)
• Involvement in the university strategic planning process (1)
• Quantifiable measurements of our successes (5)
• Conduct a staff needs assessment (1)
• Find alternative ways of communication with all staff (3)
• Find out how we can make an impact (2)
• Increase staff awareness of current university financial status (0)
• Be an advocate to staff from the leadership [craft our message] (0)
• Viewed as a liaison for staff AND leadership (0)
• Develop a formalized staff complaint policy (0)
• Create a Staff Council monthly communication to all staff (2)
• Special Assistant to the President should attend Staff Council meetings and act as a liaison for the Staff Council at the leadership table (3)

“How will we get there?” (Small group discussions)

Group 1 Identified Priorities:
• Better communication
  o Annual Staff Council report to all staff
  o Annual staff satisfaction survey
  o Annual open forum
• Advocate for staff retention
  o Salary
  o Benefits
  o Recognition
• Be a stronger voice of staff via meetings with the President

Group 2 Identified Priorities:
• Staff Council will be recognized as the leading advocate/voice for university staff.
• Staff Council will effectively communicate with university staff, leadership, and other campus groups.
• Staff Council will participate in and contribute to discussions on university planning and policy.

Agreed-upon Staff Council Goal Topics (Members identified will work together to draft formal goal statements and submit to Lisa Garza for consolidation prior to July Staff Council Executive Board meeting):

➢ Communication – Jennifer, Noel, Treena
➢ Advocate – Adam, Beth, Robert
➢ Voice – Jeff, Margie, Jacque
➢ Participation/Contribution – Stephanie, Jack, Bob
**Plus/Deltas of the Retreat Process**

<table>
<thead>
<tr>
<th>Plus (⁺)</th>
<th>Delta (Δ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢  Good Discussion</td>
<td>➢  Variation in how we discuss</td>
</tr>
<tr>
<td>➢  Peaceful</td>
<td>➢  Trepidation/uncertainty in how we can get things done</td>
</tr>
<tr>
<td>➢  Honesty</td>
<td>➢  Options for specific goals and actions</td>
</tr>
<tr>
<td>➢  Consensus</td>
<td>➢  Need sweet tea!</td>
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<tr>
<td>➢  Passion</td>
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<tr>
<td>➢  Identified real issues</td>
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<tr>
<td>➢  Realize that staff can make a difference</td>
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**Parking Lot (July and August Meetings?)**

Continue discussion of “How will we get there?”

- Develop Intended Outcomes for Identified Goals
- Identify Action Plan/Strategies to Achieve Intended Outcomes
- Methods of Assessing our Successes
Staff Council Meeting – August 8, 2017
Item 9. 2016-2017 Officer Responsibilities

The Executive Committee is comprised of the officers listed below and
meets on the first Tuesday of each month from 10 a.m. – 12 p.m.
Officer Elections for all positions except Chair will be held at the September meeting

Chair – Adam Clark
★ Preside at Council and Executive Committee meetings
★ Communicate Staff Council concerns to the university president through her special assistant
★ Serve as Account Manager for Staff Council budget, including signature authority, or assign
duty to Chair-Elect
★ Transmit comments and recommendations from the UPPS committee review of proposed
UPPS amendments to the president’s special assistant
★ Identify members who do not have access to email to ensure effective communication in
conducting Council business
★ Receive in writing proposed amendments to bylaws

Chair-Elect –
★ Assume responsibilities of Chair when Chair is absent or unable to perform duties
★ Assist Chair as required
★ If assigned by Chair, serve as Account Manager for Staff Council budget, including signature
authority
★ Assume duties of Chair the following year, or if Chair position is vacated

Secretary –
★ Maintain accurate records of attendance
★ Request agenda items and handouts from Council members prior to each Executive
Committee meeting
★ Announce meeting times
★ Prepare and distribute Council meeting agendas as established by the Executive Committee,
including minutes from the previous meeting and handouts for agenda items
★ Receive emails from members who will be absent at Council meetings
★ Notify the Chair when any member accrues a total of three absences
★ Record and disseminate minutes of all business conducted by the Staff Council
★ Coordinate and prepare required reports and correspondence for the Council
★ Work with the University archivist and retention librarian to archive monthly meeting
minutes and other items as appropriate

(8-7-17)
Treasurer –
★ Preference for members in accounting or administrative positions
★ Keep track of the financial transactions of all Staff Council accounts
★ Maintain all Council interdepartmental transfer, E-NPO, Bookstore card, and P-card records
★ Maintain dual signature role for all Council transactions with the Chair and/or Chair-Elect
★ Serve a one-year term, consistent with all other elected officers, but strongly encouraged to commit to serving two consecutive one-year terms to allow for continuity of record keeping
★ May serve in a one-year voluntary Ex-Officio role for the purposes of training the new first-year Treasurer

Parliamentarian –
★ Provide guidance on appropriate conduct of meetings according to the Staff Council Bylaws and Robert’s Rules of Order

Member-at-Large for Logistics –
★ Provide general consultation and support to the Executive Committee
★ Serve as liaison to Compensation & Benefits, Elections, Organizational Effectiveness, and UPPS Standing Committees

Member-at-Large for Special Events –
★ Provide general consultation and support to the Executive Committee
★ Serve as liaison to Fundraising, Marketing, Scholarships and Awards, and Special Events Standing Committees

Immediate Past Chair – vacant
★ As requested by Chair, attend Council and Executive Committee meetings to provide advice, consultation, and support to Council leaders and members

(8-7-17)
Staff Council Meeting – August 8, 2017
Item 10. 2016-2017 Standing Committee Responsibilities

Executive Committee – comprised of Staff Council Officers
★ Guide, but not dictate, the Council’s work in alignment with its mission and goals
★ Identify guests and professional development opportunities to inform the Council’s work and benefit its members’ ability to effectively represent the interests of all university staff
★ Set meeting agendas
★ Monitor each other and committees to ensure they are successfully implementing identified strategies and activities, and are on track to achieve desired outcomes

Member-at-Large for Logistics

Compensation & Benefits – Jodi Torrez, Chair; Corey Weber, Co-Chair
★ Monitor, review, and make recommendations on any compensation or benefits issues brought to or raised by the Council
★ Act as liaison to HR for staff members dealing with related issues
★ Conduct any needed surveys
★ Collaborate with the HR Work Life Coordinator on the Employee Discounts Program

Elections – Jeffrey Magness, Chair; Jennifer Johnson, Co-Chair
★ Oversee campus-wide nomination and election processes for Staff Council to include
  ➢ annual general elections
  ➢ run-off elections, as needed
  ➢ special elections, as necessary to fill vacant positions due to member resignations

Organizational Effectiveness – Stephanie A. Korcheck, Chair; Robert Jackson, Co-Chair
★ Oversee Council’s strategic planning process, including annual development of and reporting on goals, strategies, and outcomes
★ Manage the development of items, annual administration, and reporting of results for the exiting and current member Staff Council surveys
★ Initiate, receive, and process proposed amendments to Staff Council Bylaws and Operating Procedures

University Policy and Procedure Statements (UPPS) – Jodi Torrez, Chair; vacant, Co-Chair
★ Review UPPS’s that require Staff Council input and submit comments/recommendations for consideration by the president’s office

(8-7-17)
Member-at-Large for Special Events

Fundraising – Illona Weber, Chair; vacant, Co-Chair
  ★ Organize and manage fundraisers to support the annual scholarships and awards conferred by Staff Council
  ★ Work closely with the Scholarship and Awards Committee

Marketing – Jack Rahmann, Chair; Stephanie A. Korcheck, Co-Chair
  ★ Communicate with all staff regarding the Council’s work via emails, website, posters, flyers
  ★ Maintain Council website
  ★ Ensure monthly delivery of welcome email to all new University Employees
  ★ Coordinate with University Professional Development office to ensure brochure is included in New Employee Welcome information bags

Scholarship and Awards – Ana Lisa Garza, Chair; Noel Fuller, Co-Chair
  ★ Manage the application, selection, and recognition processes for undergraduate and graduate scholarships funded and awarded by Staff Council to university staff
  ★ Manage the application, selection, and recognition processes for the following university staff awards funded by Staff Council:
    ➢ Angelika Lester Wahl Staff Diversity Award
    ➢ Deborah and James Mathews Excellence in Collaboration/Outreach Award
    ➢ Earl L. Moseley, Jr. Staff Community Service Award
    ➢ Rodrigo Rodriguez Outstanding Custodian Award
    ➢ Staff Excellence Award

Special Events – Jacqueline Miles, Chair; vacant, Co-Chair
  ★ Identify and manage Staff Council participation in at least one fall and one spring service project
  ★ Facilitate Staff Council participation in the university’s Staff Wellness and Staff Resources Fairs
  ★ Organize the Holiday celebration at Staff Council’s December meeting
  ★ Working with the Executive Committee, organize the August meeting to include
    ➢ new member orientation
    ➢ recognition of outgoing members

(8-7-17)