Minutes of Staff Council
Tuesday, June 2, 2015
10:00am – 12:00 noon
Sayers Hall


Members not in attendance: Mark Burrow (exc), Adam Clark (exc), Jessica Henry (exc) Judy Herington, Scott Johnson (exc), Sonya Kraus (exc), Mason Murphy (exc), Dana Ortiz, Paul Prince, Ron Smith

10:00  Welcome and Tour of Sayers Hall (park in Blanco Garage off of Academy Street)
        - Meet on 1st floor of Sayers Hall

10:30  Call to order: The meeting convened 10:44am, Chair – Mr. Kevin Gilley presiding

Approval of Minutes: Jodi Torrez moved to have minutes approved. Motion carries.

10:35  Old Business:
A. Upcoming meeting locations
   a. June – Sayers Hall (Ted Ingwerson)
   b. July – Stadium Tour (Jessica Henry)
   c. August – Data Center (Sandra Brooks)
B. Orientation – Tuesday, August 4, 2015
   a. 8-11:30am
   b. LBJSC 3-13.1
   c. Dr. Brittain, new Assistant to the President will serve as speaker

10:40  New Business:
A. Executive Council Reports
   a. Chair - Mr. Kevin Gilley
   b. Chair-Elect – Ms. Meghan Parker
      i. Staff Council Retreat and Planning meeting
         1. Retreat is to help initiate more involvement, clean up committee structure and all members are invited to attend.
         2. Please submit your External Committee request to Meghan by July meeting
   c. Secretary – Ms. Summer Salazar
      i. Amendments have been made to Bylaws
      ii. Answered questions regarding amendment to bylaw and vote will take place in July. Incoming Treasurer will be expected to share monthly report at all meetings.
   d. Treasurer – Mr. Mason Murphy
   e. Parliamentarian – Ms. Jodi Torrez
   f. Member At-Large – Ms. Amy Hilton
   g. Member At-Large – Ms. Sonya Kraus
B. Internal Committees
   a. Bylaws and UPPS (Sonya Kraus):
      i. Bylaw Amendment
         1. Article V. Organization, Section 2. Duties, Section c.
         2. 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.”
         3. 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.”
         4. Rationale: The treasurer needs to be knowledgeable in the accounting methods at Texas State University.
   b. Compensation (Sandra Brooks): no report
   c. Elections (Amy Hilton):
      i. Elections are taking place now and end June 19
   d. Fundraising (Kevin Gilley): added an extra $20 since fundraiser closed
   e. Online Technology (Ray Wilson): no report
   f. Orientation (Summer Salazar):
      1. Next Meeting: 6/23 from 3-5pm in Career Services Conf. Room
   g. Perks (Jessica Henry): No Report
   h. Public Relations (Burel Ford): no report
   i. Scholarship and Awards (Mason Murphy):
      i. Awards were announced and scholarships are now open
   j. Transportation and Parking (Lisa Ramos): No Report

C. External Committees
   a. ADA/504 Compliance & Steering Committee on Disabilities – Amy Hilton and Mason Murphy – No report
   b. Campus Facilities Planning Committee – Sandra Brooks
      i. 4 consecutive projects will take place
   c. Campus Recreation Advisory Committee – Amy Hilton and Jessica Henry – no report
   d. Energy Conservation Committee – Valerie Creveling – no report
   e. Equity and Access Committee – Paul Prince – no report
   f. Excellence in Diversity Award Committee - Sandra Brooks – no report
   g. Facilities & Environment Committee – Sandra Brooks – no report
   h. Faculty Senate – Kevin D. Gilley – no report
   i. Muir Mentoring Award Committee – Sonya Kraus – no report
j. Parking Ticket Appeals Committee – Mark Burrow, Ted Ingwersen, Elizabeth Ramos, and Valerie Creveling – no report
l. Professional Development Advisory Council – Summer Salazar – no report
m. Regental Planning Committee – Kevin D. Gilley and Meghan Parker
   i. Round Rock and Engineering receive funds
   ii. New PhD programs are introduced
n. Transportation Services Advisory Council – Ray Wilson, Robert Marcus Hendry and Judy Herington
   i. Marcus met with Steve Prentice from Parking Services to get feedback on number and size of parking spots at JCK. Per Mr. Prentice, a study was conducted and parking spots are of the correct size, however, if restriped, two things will happen:
      1. Would lose 30-40 spots due to size of lot, or
      2. would have to take out medians, islands, trees to make more spots, but that is not an option

11:00 Visitors: Wellness – Rose Trevino: updates on Texas State Wellness program
   -hoping to make program permanent but Staff must participate
   -program offers one-on-one nutritional counseling
   -lunch-and-learn
ITAC – Jen LaGrange
   -updates regarding transition to new voicemail system
   -encourage staff to use 24/7 live chat for questions

Parking Lot/Discussion (Jodi Torrez)
   -address language for 3-year optional terms (elections)

11:53pm Adjournment: Summer moved to adjourn meeting. Motion carries

Summer Salazar              July 14, 2015
Secretary                    Date of Approval
Staff Council

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