Minutes
October 10, 2017
10:00 a.m. – 12:00 p.m.
UAC 275


Members not in attendance:
Excused: Whitten Smart, Elizabeth Welch
Unexcused: n/a

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

Call to Order – Adam Clark, Staff Council Chair

Item 1: New Member Welcome – Adam Clark

- Administrative Members
  - Kim O. Graves, Director, Custodial Operations
  - Kathy Erin Martinez-Prather, Director, Texas School Safety Center

- Secretarial/Clerical
  - Angela Behnke, Grant Senior Secretary, LBJ Institute for STEM Education and Research

- Technical/Paraprofessional Member
  - Matthew L. Greengold, Coordinator, Microcomputer Lab II, Department of English

DISCUSSION

ACTION

Item 2: Parliamentary Procedures (Robert’s Rules) – Noel Fuller, Parliamentarian

- Reviewed rules handout, showed where handout exists on the share drive

Item 3: September Meeting Minutes (handout)

Adam Clark moved approval of the September minutes, Deborah Howell seconded the motion was approved by voice vote.

DISCUSSION

Item 4: Treasurer’s Report – Deborah Howell, Staff Council Treasurer (handouts)

- Based on expenditures noted in the handout, current account balances are:
  - Fundraising — $13,450.20
  - Maintenance & Operations (M&O) — $1,170.00
  - Scholarship — $6,947.12
DISCUSSION (10:35)

**Item 5: Internal Committee Reports:**

- **a. Special Events: Wellness Fair 110/11, Staff Resource Fair—Treena Herington, Chair**
  - Wellness Fair is 10/11 from 10 am to 2 pm, Staff Council will have a booth on the floor serving popcorn
  - Resources Fair is 10/25 from 11 am to 1:30 pm

- **b. Scholarships and Awards: New rubric (handout)—Noel Fuller, Chair**
  - Staff Council will be awarding a new $1000 scholarship in 2018
  - New Rubric reflects a range of criteria and scoring needed to evaluate applicants.
  - Rubric will be edited to make the Name of Staff Member more clear on form

- **c. Marketing: brochure and highlight email (handout)—Cynthia Arredondo, Chair**
  - Marketing had a meeting to discuss best ways to advertise Staff Council
  - Brochure now has updated information, Facebook Info, and Mission Statement on the front of the brochure
  - Website has been updated to include new members and award winners
  - Highlight email will be sent out starting next month to include highlights from last meeting and upcoming events.

- **d. Organizational Effectiveness: updates for November—Stephanie A. Korcheck, Chair**
  - Committee is meeting third Tuesday of each month.
  - Committee has organized the work ahead:
    - Bylaws changes
    - Drafts of operational procedures
    - Overview of the results from the surveys from orientation meeting
  - Because Nina Toomer has left Staff Council, there is an opening for a new member, there needs to be more than five people in the committee

- **e. Compensation and Benefits – Robert Jackson, Chair**
  - In regards to UPPS 04.04.11, there was a meeting with Assistant Vice President of Human Resources John McBride and Associate Director of Human Resourced Employee Benefits Michelle Moritz regarding upcoming changes to UPPS (benchmarking, classified/unclassified, changes to longevity pay period, etc.).
    - Meeting resulted in a real possibility for Staff Council to provide meaningful input for UPPS.
    - Changes have been sent to head reviewer, where it will then be sent to the Special Assistant to the President

DISCUSSION (10:34)

**Item 6. 2017 – 2023 Strategic Plan Goals and 2017-2018 Outcomes (handout)** – Robert Jackson, Co-Chair, and Aaron Noto, Member, Organizational Effectiveness Committee

- The product of the last meeting handed out to review and invite discussion on outcomes and goals (not wordsmithing)
- Any changes should be sent to the leader of the group so they may go back and revise or change as needed. Suggested changes:
  - Outcome 1: clarify “other groups”
  - Outcome 2: no changes
  - Outcome 3: change wording to be more active (i.e. advocate)
  - Outcome 4: make more “positive”
- Approval of goals and continued discussion/refinement of outcomes in November; approval of outcomes in December
DISCUSSION  
(10:46)  **Item 7: External Committee Reports – Adam Clark**  

a. Institutional Effectiveness Committee  
   ➢ The accreditation process is starting, and there cannot be any large scale changes to websites starting in Summer of 2018  
     o No outwardly facing pages can change after Summer of 2018, as there will be a “snapshot” of the original given to external review board  
     o Review board will review approximately 3 pages deep.  

b. Campus Carry Committee  
   ➢ Meeting will be held 10/20 to have a holistic review of policies after implementation of campus carry, and specifically two changes  
     o Areas for which federal law requires exclusion or in which weapons are prohibited by an accrediting authority (testing centers).  
     o Single occupant offices, possibly multiple-occupancy areas if all persons in the office agree.  
   ➢ Recommendations will depend on results from survey, and open forum meetings  
     o As of meeting ≈ 200 people have responded to survey  
     o There seems to be a lot of confusion between open/concealed carry

DISCUSSION  
(11:06)  **Item 8: Polo Shirts—Adam Clark**  
   Polo Shirts will be sourced out by marketing and presented at next meeting for orders.

DISCUSSION  
(11:08)  **Item 9: Review Parking Lot Items – Noel Fuller, Staff Council Parliamentarian**  

a. Incident Emails to Senior Administrators to Keep Staff Informed – referred to the Marketing Committee  
   No update from Marketing committee.  

b. Parking Issues – referred to the Compensation & Benefits Committee  
   Taking to Transportation Services Advisory Council (TSAC), Steve Prentice for answers.  
   i. Accessible Spaces for Facilities Vehicles Performing Work  
   ii. Parking Rules for Employees with Reserved Permits

DISCUSSION  
(11:24)  **Item 10: Announcements**  

a. Food Drive organized by Staff Council member Jacqueline Miles (Handout)  
   Jennifer to send out email with the flyer, drop off food at JCK 420 or 489  

b. Possible December Potluck during meeting — Adam Clark  
   Invitation with signup for food will be sent out  

c. University Marketing will take pictures for people first Monday/Thursday of every month, you just need to make an appointment — Illona Weber

(d. Athletics’ answer for handicap parking spaces in area close to tailgating: if they take away spots in one place, the spaces are opened in other areas, but they made a spot just for Joe in “police” area. — Joe Carter

(12:00)  **Adjournment**  
Adam Clark moved for dismissal, Illona Weber seconded; the motion was approved by voice vote.

Jennifer Johnson, Secretary  
Date of Approval