

**AGENDA**

May 14, 2019

10:00 a.m.—12:00 p.m.

UAC 474

*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 - Noel Fuller, Chair**

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

*Absent- Cynthia Castillo, Alma Machado, Elizabeth Ramos, Staci Wade, Tabitha Williams*

*Staff member Barbara Manchaca Aguilar in attendance*

**ACTION Item 1. April Meeting Minutes (handout) - Angela Behnke,**

(10:05)  **Secretary**

*Moved to approve- Walt Yantis, 2nd by Matt Greengold*

**ACTION Item 2: Treasurer’s Report (handout) - Natalie Davis, Treasurer**

(10:10)

*No big changes in April. Can be found on Teams.*

**ACTION Item 3: Parliamentarian Vacancy/Election - Noel Fuller, Chair**

(10:20)

*Tabitha Williams has been nominated. Noel Fuller, Chair, will reach out to Ms. Williams via email to see if she accepts and if so council will vote electronically.*

**UPDATE Item 4: Title Consolidation, Natalie Davis, Committee member**

(10:25)

 *A new set of spreadsheets has been posted on Teams. Please look and let Natalie Davis know by THIS Friday so ND can take to the committee. Currently certain departments are looking. Most positions have been generalized by some will remain unique due to those positions licensing qualifications. Please feel free to contact ND about any questions you have. Originally was going to be sent to president’s cabinet for approval in May but has been moved to approval in June or July. Positive changes have been made due to campus comments but they are still working on the documents. FAQ page- please go look at it, the answers are there but if you have questions, you can go to the link and send an email to HR or communicate to ND and she will move it on. Next meeting is Friday May 17, 2019. SC members are welcome to attend, let ND know and she will share meeting time and location. JCK 312 2-3pm job title recurring meeting.*

**DISCUSSION Item 5: Staff Awards, Noel Fuller, Scholarship and Awards Committee**

(10:30)

*Staff awards closed May 10, 2019. 15 unique nominations over campus.**Scholarship and awards will be reviewing nominations and winners will be announced at June meeting.*

*Future items of discussion that came up during the process- Review of criteria awards. Can we create update awards to encourage more nominations? Are there groups that could use additional notification of award opportunities? Additional areas of marketing improvement. Award Eligibility. Need to add new rule that SC members cannot be nominated to website; web language will be updated to reflect the new policy. Staff Council will to reach out to nominees to let them know they were nominated.*

**UPDATE Item 6: Elections – Walt Yantis, Co-Chair Elections Committee**

(10:40)

*nominations 5/15/19 to 5/31/19, 6/5 to 6/21 voting, 6/26 to 7/3 run offs.*

 *Current Allocations:*

*· 2 Administrative (1 vacancy)*

*· 10 Professional (3 vacancies)*

*· 6 Secretarial/Clerical (3 vacancies)*

*· 2 Service (2 vacancies)*

 *2 Skilled Worker (1 vacancy)*

*· 5 Technical/Paraprofessional (2 vacancies)*

*Elections will send coordinate with Marketing/Staff Council Chair for release of notification email. Nominations Process:*

*Any Full-Time Texas State employee can nominate either himself or herself or another Full-Time Texas State Employ. When Elections open, staff can only vote within their EEO Category*

*Estimated Completion of Elections Process: June 15, 2019. Marketing will need to send an email to campus. Currently you can nominate anyone on campus but can only vote for those in your own category. Please go to SC Teams page and make sure your term year is correct. 2 weeks of nominating and week off and 2 weeks of voting and then a week off and run offs for a week (if necessary). Email will be sent out today.*

**DISCUSSION Item 7: Parking Permit Procedures, Natalie Davis**

(10:50)

 *Parking services has been transitioning to license plate scanning systems. No longer have hanging tags, will be able to add the multiple vehicles. There will also be an online process to update information as needed. However, currently there are growing pains. Biggest take away is that communication needs to be increased.*

*Barbara Manchaca Aguilar at P16- having issues dealing with online forms on campus. Is*

 *there someone on campus who regulates these docs or a depository to send the form to verify*

 *how it works. Documents are regulated by the department and there is no one department that*

 *regulates the field. Using on certain browsers can help the browsers. Perhaps we can point*

 *people to Lynda tutorials. It’s important to communicate to the department when you see an*

 *error or not working properly***.**

**DISCUSSION Item 8: UPPS on Comp Time Request- Noel Fuller, Chair**

(11:00)

*Staff Council received a concern regarding procedures for State Compensatory Time. The*

*concern indicated that a director was not allowing staff members to use State Compensatory*

*Time outside of energy conservation days. Furthermore, the concern indicated that the director*

*was also setting the expectation that staff work outside of the 40-hour workweek without the*

*expectation of accumulating State Compensatory Time*

*Resolutions/Recommendations:*

*Per UPPS 04.04.16, State Compensatory Time can be used during the 12-month period*

*following the end of the workweek in which the State Compensatory Time was accrued, or it*

*lapses. This does not limit the use of State Compensatory Time to Energy Conservation Days.*

*· Supervisors can require an employee to use FLSA overtime for energy conservation days before*

*utilizing State Compensatory Time or Vacation (Per UPPS 04.04.16)*

*· Per UPPS 04.04.16 policy, any hours worked beyond the 40-hour work week for Full-Time*

*Unclassified Employees (Exempt) are to be awarded as State Compensatory Time (1 hour for 1*

*hour)*

*· Staff Council Encourages any staff member whose time is not being awarded correctly to report*

*violations to Human Resources.*

*Resources: https://policies.txstate.edu/university-policies/04-04-16.html*

**DISCUSSION Item 9: Operating Procedures - Noel Fuller, Chair** (11:10)

 *Teams folder under bylaws. Want to create a process to update the operating procedures. TEAMS- General Bylaws- staff operating procedures- Each committee will have a draft outline that will need to be completed. Please feel free to include time lines and action items, would like to make it as detailed as possible. Drafts due June 10, 2019.*

**ACTION Item 10: Telecommute – Illona Weber, UPPS and Comp and Ben committee**

(11:20)

*Thank you for helping on this policy. Comp and ben and UPPS committees have met serval times and have notes from all meeting on TEAMS. Policy has been written and references existing policies. Changed title from telecommuting to flexible working arrangement. Still waiting on support from faculty senate and network of chairs. Would like to change cover letter to state “with the support of faculty and staff across campus.” Next step for proposal is it goes to human resources and Dr. Lisa Lloyds office. Flexible work arrangement was changed to reflect all the types of work arrangements.*

*Motion to change cover letter to state “with the support of faculty and staff across campus was made by Walt Yantis, motion seconded by Annette Hamon*

*Motion to send corrected document to HR and special assistant on campus was made by Walt Yantis and seconded by Stephanie Daniels.*

**UPDATE Item 11: By-law regarding alternates – Andrea Hilkovitz, Council Effectiveness**

(11:35)

*On March 28, 2019, Staff Council received a staff concern about a Bylaw, which was then referred to the Council Effectiveness Committee. The staff member disagrees with Article IV. Membership, Section C. Terms of Office, Item 3:*

*The three-year term for an alternate filling, a vacancy shall begin on*

*· September 1 prior to their appointment, if appointed before March 1, or*

*· September 1 following their appointment, if appointed on or after March 1.*

*The staff member contends that 1) we should not fill seats with alternates this close to the election, and 2) alternates chosen on or after March 1 would serve 3 ½ years and could then not serve an additional term (because they would exceed the six-year limit). She suggests that, because alternates made a commitment to serve 3 years from the prior September, they should instead serve fewer than three years if appointed before March 1. In other words, she requests that we remove the second bullet point so that no appointments are made on or after March 1 and so that all alternates, regardless of when appointed before March 1, be considered to have begun their service in the September prior to their appointment.*

*The Council Effectiveness Committee met on April 16, 2019, to discuss this concern. First, it was established that the concern addressed a Bylaw that was passed in a previous year and has already been approved and adopted. In her concern, the staff member referred to a “proposed” Bylaw, so we wanted to establish that this Bylaw was not taken up by our committee or by Staff Council this year. To her first point – that we not appoint alternates on or after March 1 – we do not think that positions should remain vacant until the next general election unless an alternate, which is already covered by Section E. Filling Staff Council Membership Vacancies, Item 3, cannot fill the position. As we have seen this year, vacancies can occur throughout the year for a variety of reasons, and we need to fill these positions with alternates if possible so that we can continue to do the work that we were elected to do. To her second point – that all appointments should be considered to have begun the September prior – we could see both benefits and downsides to her proposal. On the one hand, it is true that staff members who are selected as alternates committed to three years from the prior September; at the same time, they are not required to accept their appointments if they are unable to serve 3+ years from the time of appointment. Ultimately, we agreed that, if we are going to appoint alternates on or after March 1, it makes the most sense to consider their appointments to begin the following September. In addition, our interpretation of the Bylaw concerning re-election is that alternates appointed on or after March 1 would in fact be eligible for re-election since it mentions two consecutive terms, not just six consecutive years.*

*We therefore recommend that no action be taken as a result of this concern.*

**UPDATE Item 12: Staff Emergency Fund, Illona Weber, Comp and Ben**  (11:40)

*Compensation and Benefits was tasked with researching the possibility of a staff emergency fund, similar to the student emergency fund used in times of dire need for students enrolled at Texas State University. https://www.dos.txstate.edu/services/emergency/Services-Offered/Emergency-Funding.html*

*Compensation and Benefits sent a message to Human Resources and received the following response from Human Resources: We have been and are continuing to research this question. I can tell you that the university does not provide the funding in the student fund…it is funding that comes from donations and outside sources. Any such fund has to be managed and distributions of any such funds (and amounts) must be based on criteria set by the managers who are managing the fund. In addition, our initial guidance from senior leadership is that HR will not be the manager of any such fund if it is set up. I will be back in touch after we complete our research. Compensation & Benefits will continue to keep updating council as we receive more information. HR will not manage a staff emergency fund. University Advancement may possibly be a department who can house a staff emergency fund. Comp and ben will look into this possibility.*

**UPDATE Item 13: Direct Deposit Split, Illona Weber, Comp and Ben**

(11:45)

*Madeline from payroll sent SC the response from staff concern. Working on including information to payroll website and will be hoping to make updated soon. Response: (1) The option was not included when the SAP Payroll was set up, as there was no demand for this service and would require additional resources for compliance, maintenance and security. (2) Direct deposit offers many rewards, including banks waiving their monthly checking account maintenance fees and perks like higher interest rates. Knowing that the bank offers this type of incentive would allow individuals to open a bank account and enroll in direct deposit. See image below, where Wells Fargo offers several options to waive the monthly service fee, including Direct Deposit. (3) Definitions for unbanked, underbanked and non-traditional banking options:*

*o Unbanked = adults who do not have their own bank accounts.*

*o Underbanked = no access to mainstream financial services*

*o Nontraditional banking options = prepaid cards, check cashing services, pawn shops, payday loans. It is not possible to make direct deposit to non-traditional banking options. (4) If the individual has no bank account or limited access to mainstream financial services, then he/she may not be even enrolled in direct deposit. Therefore, split direct deposit may not be a solution.*

*(5) Credit Unions are an option for individuals that can’t open an account on a commercial bank. Credit Unions are more flexible on their requirements, especially for people with a negative credit history. SAP direct deposit allows to add any financial institution and any type of account (checking, saving, etc.), by providing a Routing Number and Account Number. (6) Many financial institutions allow to schedule automatic transfers to regularly transfer money to a savings account from another eligible account. The recommendation is to set up the direct deposit in to a saving account, determine how much is needed to pay the bills and then set up that amount to be transferred to the checking account. (7) The Payroll and Tax Compliance office is currently working on a project to provide employees access to their paycheck other than a paper check. The option would be to issue payroll cards (like a pre-paid card) as an option to employees that are not enrolled in direct.*

**DISCUSSION Item 14: Bylaw Revision Process – Amanda Garza, Council Effectiveness**

(11:50) *Met last month are looking at bylaws and are planning to look at the by-laws next year. This committee is all new SC members and a lot of information is currently unknown by committee members. Will need senior member and executive committee for guidance to help with this process. Historically committee was created to increase Staff Council knowledge, policy, and procedures.*

**DISCUSSION Item 15: Announcements**

(11:55) **a. Resignation from Council – Carolina Benavides**

 **b. Affinity Groups at June Meeting-** *Tabitha Williams connected us, will be at June meeting*

 **c. Staff Concern re: Awards Ceremony/Years of Service Award/Notification-** *Having a separate ceremony for staff and not in convocation makes staff look lesser than the rest of the campus community. Also wanted to know about getting something other than lapel pins. More timely communication on campus issues. - referred to Exec.*

 **d. Staff Concern re: Contract vs. In-House Employees-** *concern if Staff Council is reaching out to contracted workers to keep them in the loop. Referred to executive committee*

**e. Noel has been cleaning up that website as well.**

**f. Crowd funding-** *Any money raised will go to support the Awards and Scholarships fund. We used the Family Campaign, but it may be too early to see dollars raised. We will be using Step Up for State in October and the upcoming Staff Council sponsored Crowdfunding event. To Do List for Crowdfunding event:*

*1. Make a short video using the “You Star” Studio at Alkek Library that will be uploaded onto our Crowdfunding-Landing Page.*

*2. When do we want to start? Extend to 30, 60 or 90 days.*

*3. Contact Mr. Andrew Henley, Director of Development, Annual Giving with our start date and work with him on the look and wording of our Landing Page.*

*4. Marketing to craft email communications that would be sent out on behalf of Staff Council announcing any fundraising efforts. More specifics on the landing page can be found in TEAMS- Staff Council monthly meeting notes (Go to 2019 Monthly Meetings under FILES- April 9, 2019 Discussion item #5). Still need someone to get ahold of past award winners Start date for crowd funding need to update the video. Need to craft email for marketing. Keep work going and postpone this work for next year. Proposed bringing back red raffle this year. Red raffle brings a lot of work. We could not use a video and use pictures or quotes and push crowd funding. Moving to committee to work on the fund. Film series as a fundraiser. Pay for facility and film. Reach out to FSS and Common Experience to see how it would work. Speak with Steve Blank if interested.*

**DISCUSSION Item 16: Review Pending Items - Noel Fuller, Parliamentarian**

(12:00) **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****- add Amy to committee**
2. **Creation of New Award for Excellence in Serving Students - referred to Scholarships and Awards**
3. **Review Accounts and Limitations on Funds Transfers - referred to Treasurer**
4. **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**
5. **Understaffed positions- requesting to receive compensation and are working on the response-referred to Compensation and Benefits**

(12:05)  **Adjournment**

*Move to adjourn made by Natalie Davis, seconded by Amanda Garza*

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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.