TEXAS STATE®

STAFF COUNCIL

MINUTES

April 11, 2017
10:00 a.m. – 12:00 p.m.
UAC 474

Members in attendance: Dana Chapman, Adam Clark, Sarah Drennan, Charles Evers, Noel Fuller, Ana Lisa Garza, Robert Hanna, Treena Herington, Deborah Howell, Neal Idais, Stephanie Korcheck, Jeffery Magness, Jacqueline Miles, Jack Rahmann, Margie Rodriguez, Samantha Smith, Illona Weber, Elizabeth Welch

Members not in attendance: Excused – Leslie Cheromiah, Robert Jackson, Jennifer Johnson, Stephanie Miller, Jodi Torrez, Corey Weber

Texas State Staff: Melissa Yip-Santellana

(10:00) **Call to Order – Adam Clark, Staff Council Chair**

DISCUSSION (10:00) **Item 1: Development of 2017-2023 Staff Council Strategic Plan – Robert Jackson, Co-Chair, Operational Effectiveness Committee (handout)**

In Robert's stead, Stephanie Korcheck, Committee Chair, laid out the proposal for developing the Council's 2017-2023 Strategic Plan (see handout)

The planning team of the Executive Committee and Committee Chairs and Co-Chairs is suggested to ensure Council leadership is involved in developing and supportive of the draft that will be presented to the full Council

Members did not suggest any revisions to the proposal

Stephanie encouraged members to forward to her or Robert any ideas they may have about the plan's contents

GUEST (10:05) **Item 2: Mental Health Resources for Staff and Students – Dr. Clare Duffy, Psychologist/Practicum Coordinator/Assessment Coordinator, Counseling Center**

We want to promote our presentations on how to identify students in distress and the campus/community resources available to support them

Think of mental health as a continuum, as we do with physical health – the earlier we can intervene, the better the likely outcome

In last 10 years, dramatic increase in number, frequency, and severity of student mental health needs (see handout)

- *33% are so depressed they are not able to function*
- *18-24 years of age – typical onset of bipolar disorder and schizophrenia*
- *3 Texas State students each year succeed at suicide*
- *Because they are not taught about these issues, they don't understand what they are dealing with*
- *Self-harming is prevalent*

***Staff can make a big difference** – be aware, and know you are not responsible for or expected to "make things better"... direct student to Counseling Center*

- *See "Tips for Recognizing Students in Distress" handout*
- *Staff can always call Counseling Center for advice on how to best engage with student of concern*

- ***Focus on getting them to an initial consultation***
- *Especially important to notice, ask about behavioral changes in support way; e.g., "are you okay?"; "you seem really tired..."; "I'm concerned because you've been _____ and that's not like you..."*
- *Acknowledging that you've had challenges in past and/or sought counseling can really help – takes strength, not weakness to get help*
- *If a student sends an email, Counseling Center can assist with developing response*
- *Respect student privacy, but walk them to Counseling Center or call UPD/911 if you have concerns about their or others' safety*
- *Show them Counseling Center website and available resources http://www.counseling.txstate.edu/*

Recognize that dealing with students in distress can take a toll of you

- *Don't get in over your head*
- *Maintain relationship with student but do only what you can do and ask for help/advice when needed*
- *Be sure to take care of yourself – self-care is very important*
- *Bobcat Balance offers staff five free sessions per concern*
  - *Council member mentioned that it can be extremely difficult to schedule*
  - *Shortage of providers, especially in San Marcos; may have better luck going to New Braunfels*
  - *Counseling Center can help with referral*

Title IX requirements can complicate things – be sure to tell students that certain things have to be reported

For staff members in crisis, take them to Counseling Center – staff there can direct them to available resources in community; Center does not provide on-call service for staff

Resources for Staff

- *Minds Matter (see handout) http://mindsmatter.vpsa.txstate.edu/*
- *At-Risk training (see handout) to help recognize students in trouble*

Behavior Assessment Team can notice trends and disruptive behaviors in students

PAWS Alert and Crisis Hotline available resources

ACTION (10:59) **Item 3: February and March Meeting Minutes (handouts)**

Not available; deferred to May

DISCUSSION (10:59) **Item 4: Treasurer's Report – Deborah Howell, Staff Council Treasurer (handout)**

Activity for the Fundraising Account is provided in the attached handout

Balances as of April 10 are

- *Fundraising Account – $14,088.98*
- *M&O Account – $894.49 (unchanged from March)*
- *Scholarship Account – $8,052.74 (unchanged from March)*

DISCUSSION (11:01) **Item 5: Update on Staff Council Elections – Jeffrey Magness, Chair**

Election dates have been posted to the website

A total of 10 seats are open

Email soliciting nominations will be sent May 1

- *May nominated outside your EEO category*
- *Votes only within EEO category*

DISCUSSION (11:04) **Item 6: Staff Council Member Surveys – Charles Evers, Operational Effectiveness Committee (handout)**

Charles presented the details of developing the surveys (see handout)
Dr. Gail Ryser – Director, of the Testing, Research Support, and Evaluation Center; and Research Fellow in Texas State's Initiative for Interdisciplinary Research Design & Analysis – will assist in developing and reviewing the survey items
Review and feedback on the items will occur at the June or July Council meeting

DISCUSSION (11:11) **Item 7: Staff Council Food Drive – Dana Chapman, Chair, Special Events Committee**

Deferred to May
Staff Resource Fair went well
Need nominations for Staff Council Awards

DISCUSSION (11:12) **Item 8: Update on Bobcat Build – Treena Herrington, Job Site Leader**

Extremely rewarding
13 people assisted at 1st Lutheran Church – weeding, mulching, removal of rotted sand boxes, cleaning playground
Photos available on Staff Council Facebook page

DISCUSSION (11:14) **Item 9: Review Parking Lot Items – Jodi Torrez**

Compensation and Benefits Committee reported on two items
- *Staff Handbook belongs to HR – updates are complicated by legislation and changing University policies*
- *Perks page is improved – Rose Trevino as point of contact for work-life issues*

DISCUSSION (11:19) **Item 10: Member Announcements**

Email through Council website regarding parking issues and maintenance vehicles being ticketed – Adam Clark will present issues to TSAC
Noel Fuller reported that he continues to work with Facilities staff to address custodial issues and is research the staff ombudsman position

(11:25) **Adjournment**

Adam Clark moved adjournment, Dana Chapman seconded; the motion was approved by voice vote

Stephanie A. Korcheck, Secretary
Staff Council

6/13/2017
Date of Approval

==========

Remaining 2016-17 Meetings: April 11, May 9, June 13, July 11, August 8

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

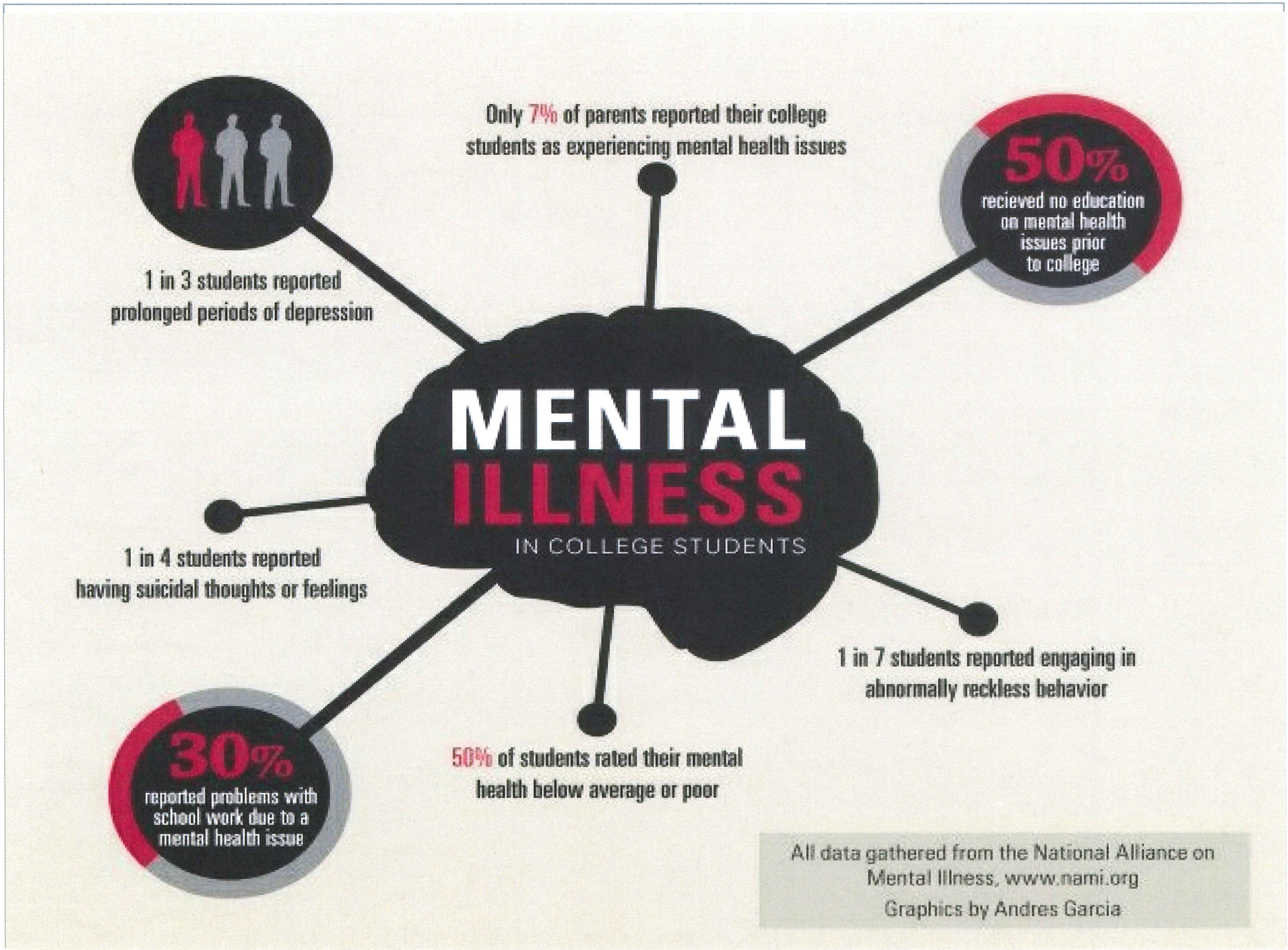
Item 1. Staff Council Strategic Planning Proposal
2017 – 2023 Planning Cycle
April 11, 2017 Staff Council Meeting

1- Proposed Key Deliverables
   a. 2 to 3 Staff Council Goals for 2017 – 2023
   b. At least 1 Measurable Outcome for 2017-2018 for Each Goal

2- Proposed Strategic Planning Team
   a. Executive Committee
   b. Committee Chairs & Co-Chairs

3- Proposed Timeline

April 11	Staff Council Meeting • Solicit feedback on planning proposal
~April/May	Strategic Planning Team Meeting 1 • Create draft plan & solicit feedback from Staff Council
June 13	Staff Council Meeting • Discuss draft strategic plan
~June/July	Strategic Planning Team Meeting 2 • Revise draft & send to Staff Council
August 8	Staff Council Meeting • Discuss & vote on the strategic plan
~ Mid-August	Review Strategic Plan with Dr. Brittain


1 in 3 students reported prolonged periods of depression
Only 7% of parents reported their college students as experiencing mental health issues
50% recieved no education on mental health issues prior to college
MENTAL ILLNESS
IN COLLEGE STUDENTS
1 in 4 students reported having suicidal thoughts or feelings
1 in 7 students reported engaging in abnormally reckless behavior
30% reported problems with school work due to a mental health issue
50% of students rated their mental health below average or poor
All data gathered from the National Alliance on Mental Illness, www.nami.org
Graphics by Andres Garcia

Item 2

TEXAS STATE
Counseling Center

5-4.1 LBJ Student Center 245-2208 counselingcenter@txstate.edu www.counseling.txstate.edu

TIPS FOR RECOGNIZING STUDENTS IN DISTRESS

At one time or another, everyone feels depressed or upset. The following may help to identify some signs which, when present over a period of time, suggest that the problem is more than "normal". It is important to note that any single symptom by itself may not indicate the presence of unmanageable stress. It may be helpful to look for combinations of symptoms, overall patterns of behavior, or significant changes in behavior.

Marked Changes in Academic Performance or Behavior

- Poor performance and preparation
- Excessive absences or tardiness
- Repeated requests for special consideration especially when this represents a change from previous functioning
- Unusual or changed pattern of interaction
- Avoiding participation
- Dominating discussions
- Excessively anxious when called upon
- Attention/memory difficulties
- Disruptive behavior
- Problems with roommates or family
- Exaggerated emotional response obviously inappropriate to the situation

Unusual Behavior or Appearance

- Depressed or lethargic mood
- Hyperactivity or very rapid speech
- Swollen or red eyes
- Change in personal hygiene or dress
- Dramatic weight loss or gain
- Strange or bizarre behavior indicating loss of contact with reality
- Abrupt or radical changes in behavior
- Overuse or regular use of illicit drugs, alcohol, and/or medication (without medical monitoring)

References to Emotional or Life Stressors

- Problems with roommates, family, or significant others
- Experiencing a death of a significant other
- Experiencing a physical or sexual assault
- Experiencing discrimination based on gender, race, religion, ethnicity, sexual orientation, or disabilities
- Experiencing legal difficulties
- Other problems of major stress or loss

References to Suicide, Homicide, or Death

- Feelings of helplessness or hopelessness
- Overt references to suicide
- Isolation from friends or family
- Homicidal threats

References to any of the above may occur in students' verbal or written statements.

TIPS FOR ASSISTING DISTRESSED STUDENTS

If You Identify Signs of Distress in a Student

- Communicate your empathy and compassion
- Speak directly to the student (respect the student's confidentiality by pulling her/him aside or asking them to come to your office)

(If You Identify Signs of Distress in a Student, cont.)

- If you believe that the student could benefit from counseling, it is usually best to present this in a non-threatening way
- Express your concerns directly to the student
- Explain why you are concerned
- Use specific behavioral examples
- Ask questions to help you understand the student's situation and avoid making generalizations or assumptions
- Be honest

Assist the Student in Understanding How Counseling May Help

- For some people there is a stigma attached to seeking professional help
- They may interpret your referral as a comment about the severity of their problem
- Reassure them that counselors work with people who have a wide range of concerns (relationship issues, transition from high school to college, depression, stress, etc.)
- Seeking professional help is a sign of strength, courage, and good judgment
- Leave option open for student to decide if they want to pursue counseling (except in extreme circumstance)

EMERGENCY SITUATIONS

- If student is violent, suicidal, has severe loss of emotional control, or has gross impairment in thinking ability, call UPD at 512-245-2805 or 911
- If a student is disruptive or breaking The Code of Conduct, contact the Behavioral Assessment Team at the Dean of Students Office at 512-245-2124
- Call the Counseling Center and ask to speak to an On-Call Counselor at 512-245-2208
- Provide the student with the Available 24/7 Crisis Hotline at 1-877-466-0660

INITIAL CONSULATION PROCESS FOR STUDENTS

- Tell the student to call the Counseling Center as early in the day as possible on the day they have flexibility and at least an hour in their schedule
- There are a certain number of allocated same-day appointments per day for consultations
- Referrals should be made to the Counseling Center in general; not for a specific counselor
- Details about initial consultations can be found at :
    - www.counseling.txstate.edu : Make an appointment

COUNSELING CENTER SERVICES

- Initial Consultation Appointments (ICONs)
- Individual Counseling (Brief Counseling Model)
- Group Therapy
- Psychiatric Services (in collaboration with the SHC)
- On-Call Counselor available for consultations for Faculty, Staff, Parents, and Other Students
- How to D.E.A.L. Workshops (Stress & Mood Management)
- Biofeedback Training for Stress and Anxiety Management
- On-Line Assessments
- On-Line Stress Management
- Self-Help Brochures (Print & On-Line)
- Self – Improvement Workshops
- Emergency Services

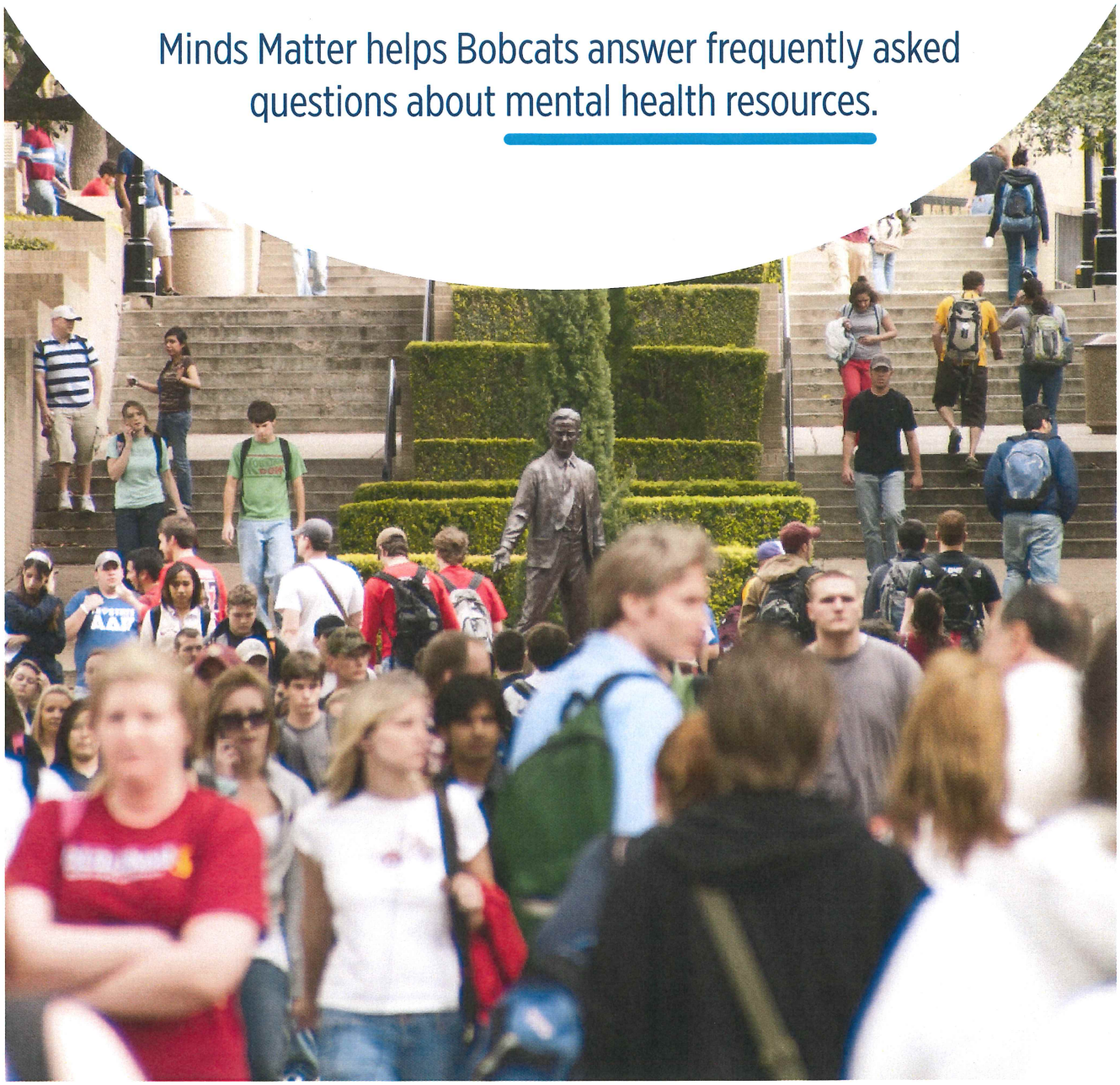
Note: All Counseling Center Services are free with the exception of co-pay for Psychiatric Services at the Student Health Center

minds matter

Caring for Yourself and Each Other

mindsmatter.vpsa.txstate.edu

Minds Matter helps Bobcats answer frequently asked questions about mental health resources.



The Texas State Counseling Center provides online training designed to help staff and faculty recognize and help students who may be

at-risk.

Recognize when a student is exhibiting signs of psychological distress.

&

Manage a conversation with the student to connect them with the appropriate support service.

This effective web based training can help you recognize signs of distress in your students and connect them to the help and campus services they need.

OFFICIAL POSTING
STUDENT INVOLVEMENT
FALL 2016

counseling.txstate.edu
LBJ Student Center, 5-4.1
512.245.2208

-txstCC

Report run on April 10, 2017.

Texas State - FM Budget & Actuals Report

Fiscal year = 2017
Period = 001 to 016
Fund = 2028001000
Fund Center = 1011500000

FUNDRAISING ACCOUNT

Fund	Fund Name	Commitment Item Name	Original Budget	Budget Adjustments	Total Budget	Current Period Act...	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
2028001000	Univ Staff ...	M&O	0.00	850.00	18,013.37	0.00	0.00	0.00	0.00	0.00	18,013.37
2028001000	Univ Staff ...	Fees - Other Charges	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00-
2028001000	Univ Staff ...	Bldgs/Maint/Repair	0.00	0.00	0.00	0.00	121.76	0.00	0.00	0.00	121.76-
2028001000	Univ Staff ...	Reprod and Printing	0.00	0.00	0.00	0.00	242.31	0.00	0.00	0.00	242.31-
2028001000	Univ Staff ...	Consumable Supplies	0.00	0.00	0.00	0.00	910.85	0.00	0.00	0.00	928.85-
2028001000	Univ Staff ...	Rental of Space	0.00	0.00	0.00	0.00	1,005.00	0.00	0.00	0.00	1,005.00-
2028001000	Univ Staff ...	Scholarships	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	2,000.00-
			0.00	**850.00**	**18,013.37**	**0.00**	**3,309.92**	**0.00**	**0.00**	**0.00**	**13,685.45**
TOTAL OPERATING BUD			**0.00**	**850.00**	**18,013.37**	**0.00**	**3,309.92**	**0.00**	**0.00**	**0.00**	**13,685.45**
2028001000	Univ Staff ...	Admin Overhead	0.00	0.00	485.00	0.00	0.00	0.00	0.00	0.00	485.00
2028001000	Univ Staff ...	Overhead Charges	0.00	0.00	0.00	0.00	80.84	0.00	0.00	0.00	81.47-
			0.00	**0.00**	**485.00**	**0.00**	**80.84**	**0.00**	**0.00**	**0.00**	**403.53**
28ADMINISTRATIVE OV			**0.00**	**0.00**	**485.00**	**0.00**	**80.84**	**0.00**	**0.00**	**0.00**	**403.53**
			0.00	**850.00**	**18,498.37**	**0.00**	**3,390.76**	**0.00**	**0.00**	**0.00**	**14,088.98**

Changes from March statement: Deposits of $275.00 and $240.00 in "M&O Budget Adjustments" for sales of parking permit raffle. Total current raffle proceeds are $850.00.
Additional charge of $58.96 in "Bldgs/Maint/Repair" for more Staff Council sign estimates. (Also charged $27.71 for this in March.)

Item 4

Report run on April 10, 2017.

Texas State - FM Budget & Actuals Report

Fiscal year = 2017
Period = 001 to 016
Fund = 2000011017
Fund Center = 1011500000

M&O ACCOUNT

Fund	Fund Name	Commitment Item Name	Original Budget	Budget Adjustments	Total Budget	Current Period Act...	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
2000011017	Des Method	M&O	1,220.00	0.00	1,220.00	0.00	0.00	0.00	0.00	0.00	1,220.00
2000011017	Des Method	YEBB Carryforward	0.00	353.43	353.43	0.00	0.00	0.00	0.00	0.00	353.43
2000011017	Des Method	Fees - Other Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000011017	Des Method	Reprod and Printing	0.00	0.00	0.00	0.00	393.36	0.00	0.00	0.00	393.36-
2000011017	Des Method	Consumable Supplies	0.00	0.00	0.00	0.00	6.77	0.00	0.00	0.00	6.77-
2000011017	Des Method	CLSD Consum SupLocFd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000011017	Des Method	Promo Items-Local Fd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000011017	Des Method	Food Purch Local Fnd	0.00	0.00	0.00	0.00	278.81	0.00	0.00	0.00	278.81-
2000011017	Des Method	Food-Bottled Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,220.00	353.43	1,573.43	0.00	678.94	0.00	0.00	0.00	894.49
TOTAL OPERATING BUD			1,220.00	353.43	1,573.43	0.00	678.94	0.00	0.00	0.00	894.49
			1,220.00	353.43	1,573.43	0.00	678.94	0.00	0.00	0.00	894.49

No change since March report.

Report run on April 10, 2017.

Texas State - FM Budget & Actuals Report

Fiscal year = 2017
Period = 001 to 016
Fund = 4200601000
Fund Center = 1011500000

SCHOLARSHIP ACCOUNT

Fund	Fund Name	Commitment Item Name	Original Budget	Budget Adjustments	Total Budget	Current Period Act...	Current YTD Actuals	Reserved	Encumbrances	Total Encumbrances	Available Balance
4200601000	Staff Coun...	Staff Awards	0.00	1,320.00	7,320.00	0.00	0.00	0.00	0.00	0.00	7,320.00
4200601000	Staff Coun...	Unclass Awards	0.00	0.00	0.00	0.00	720.00	0.00	0.00	0.00	3,220.00-
4200601000	Staff Coun...	Classified Awards	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	4,100.00-
			0.00	**1,320.00**	**7,320.00**	**0.00**	**1,320.00**	**0.00**	**0.00**	**0.00**	**0.00**
4200601000	Staff Coun...	Fringe Benefits	0.00	109.44	590.33	0.00	0.00	0.00	0.00	0.00	590.33
4200601000	Staff Coun...	FICA Employr Mat Con	0.00	0.00	0.00	0.00	94.65	0.00	0.00	0.00	507.39-
4200601000	Staff Coun...	Benefits Charge	0.00	0.00	0.00	0.00	15.48	0.00	0.00	0.00	82.94-
			0.00	**109.44**	**590.33**	**0.00**	**110.13**	**0.00**	**0.00**	**0.00**	**0.00**
TOTAL PERSONNEL COS			**0.00**	**1,429.44**	**7,910.33**	**0.00**	**1,430.13**	**0.00**	**0.00**	**0.00**	**0.00**
4200601000	Staff Coun...	High Level Operating	0.00	0.00	41,234.53-	0.00	0.00	0.00	0.00	0.00	41,234.53-
4200601000	Staff Coun...	M&O	0.00	370.56	5,728.10	0.00	0.00	0.00	0.00	0.00	5,728.10
4200601000	Staff Coun...	YEBB Carryforward	0.00	0.00	45,168.77	0.00	0.00	0.00	0.00	0.00	45,168.77
4200601000	Staff Coun...	Fees - Other Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200601000	Staff Coun...	CLSD Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	286.80-
4200601000	Staff Coun...	Consumable Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200601000	Staff Coun...	CLSD Consum SupLocFd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	292.80-
4200601000	Staff Coun...	Promo Items-Local Fd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00-
4200601000	Staff Coun...	Rental of Space	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	670.00-
			0.00	**370.56**	**9,662.34**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8,052.74**
TOTAL OPERATING BUD			**0.00**	**370.56**	**9,662.34**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8,052.74**
			0.00	**1,800.00**	**17,572.67**	**0.00**	**1,430.13**	**0.00**	**0.00**	**0.00**	**8,052.74**

No change since March report.

Item 6. Staff Council Exit and Annual Member Survey
April 11, 2017 Staff Council Meeting

Proposal:

Each year Staff Council will conduct anonymous surveys of current and exiting council members. The surveys will consist of common items as well as items unique to each population.

Purpose:

Gather feedback from current and exiting members about their expectations and perceptions regarding Staff Council. Utilize this feedback to better serve all Texas State University staff.

Categories:

- Role of Staff Council
- Council Effectiveness
- Campus Perceptions of Staff Council
- Member Perceptions of Staff Council
- Support for Staff Council – University and Members' Supervisors

Instruments:

- Paper and pencil for current members (increases response rate)
- Online option for current members not at meeting
- Online format for exiting members
- Qualtrics Insight and Research Tool is recommended: http://www.tr.txstate.edu/services/survey.html

Timeframe:

- Survey should be administered at the same time each year for both populations

Format:

- 10-15 Questions
- No more than 1-2 open ended questions
- Majority of questions could be on an interval scale 1-5 or 1-7 are common (best way to measure satisfaction/opinion)

    1. Strongly agree
    2. Agree
    3. Slightly Agree
    4. Neither Agree or Disagree
    5. Slightly disagree
    6. Disagree
    7. Strongly Disagree