

Stephen F. Austin State University Staff Council

Meeting Minutes (Proposed)¹

Meeting #1

Thursday, December 2, 2021, 1 p.m.

McGee Business Building (Room 133) and Zoom

Attendees

Attending Representatives	☒ Megan Weatherly, ☒ Alison Reed, ☒ Rebecca Galatas ☒ Grace Romero ☒ Meredith Baily ☒ Leah Allen ☒ Veronica Beavers ☒ Brittany Beck ☒ Sharon Brewer ☒ Ryan Brown-Moreno ☒ Heather Catton ☒ Surry Consford ☒ Jennifer Crenshaw ☒ Jessica DeWitt ☒ Denise Douglas ☒ Becky Garrett ☒ Angela Harless ☒ Stina Herrera ☒ Veronica Herrera ☒ Amanda Kennedy ☒ Trina Menefee ☒ Agatha Moreland ☒ Caleb Perkins ☒ Alan Scott ☒ Richard Stobart ☒ Lissy Turner ☒ Tierney Twigg
Not Present	☐ Mindy Wolbert

Meeting Minutes

Topic	Minutes
I. Call to Order	Call to order at 1 p.m. by Chair Megan Weatherly.
II. Roll Call	Secretary Baily called roll. Individuals noted above were in attendance. Robert Decker served as proxy for Representative Mindy Wolbert.
III. Review and Vote on Organizational Bylaws	- Chair reminded representatives and guests of provisions in proposed bylaws regarding floor privileges and use of Robert's Rules of Order. - Motion to establish and adopt bylaws made by Parliamentarian Galatas. - Seconded by Representative Brewer. - Unanimous vote by all present to approve bylaws. - Chair acknowledged Trisha Cain and Representative Galatas for their work on the bylaws.
IV. Presentations	a. Mr. John Wyatt, Interim Director, Human Resources - Congratulations to the Council for its hard work and formal establishment. - Acknowledges that constituents may come to council members with work-related issues. Recommends following policies that are in place. For some issues, relevant policies are very straight-forward. Example: if sex-based discrimination is reported, the Title IX process outlines clear steps to follow. - Other issues are not as easy to address. For example, disagreement with a management decision. Wyatt advised representatives to try not to get too deep into individual issues, but to refer individuals to appropriate resources. However, if a representative is asked to be present for support when going to HR, the HR team welcomes that, with the understanding that they will engage with the individual with the concern. - Representative responsibility is to listen and offer support, even if only emotional support. Then, as best as possible, provide the individual with guidance to the appropriate resource, such as HR or Title IX.

¹ All meeting minutes are proposed until approved by vote of the Council.

	• Announcement: SFA will be getting an Employee Assistance Program (EAP). Services for such programs vary by vendor but often include (for employees and, generally, immediate family members) programs such as counseling, financial wellness, physical wellness, dietary guidance, tobacco cessation, legal guidance, etc.) ○ Wyatt asked that a representative from Staff Council be named to participate in the RFP for the EAP selection. ○ Chair recognized ask and noted that item will be addressed in new business. b. Veronica Beavers, Director, Multicultural Affairs • Discussed hate bias. Distributed the Campus Climate Response Team (CCRT) Reporting Protocol flowchart, which is available (along with the reporting form, which is for faculty, staff, and students) at https://www.sfasu.edu/axe-hate. • Recommended reporting hate bias when occurs. Once the incident is reported, an automated email will be returned and then the incident will be reviewed and analyzed to determine routing. Support is provided, recommendations made, investigations launched. • The CCRT is a non-judicial body. If a reported incident is judicial, it will be referred to the appropriate resource. c. Ms. Lissy Turner, Director, Title IX • If are made aware of any gender-based discrimination (including domestic violence, sexual assault, sexual discrimination), required to report within 48 hours. • If the report does not fall directly under Title IX, it will be referred to the appropriate division such as HR. • Cards distributed; information and reporting form are available on SFA Title IX website.
V. Officer Reports	a. Chair – Megan Weatherly • Special Recognitions: ○ Human Resources staff for their immense dedication of time to the early formation work of the Council. ○ Close to 100 staff members who contributed to the initial framework over the summer. Special thanks to Tricia Cain and Rebecca Galatas, who served a significant role in the researching the bylaws. ○ Dr. Gordon, for openness to the formation of the Council as part of shared governance. • In October, attended first meeting of the newly-formed University Financial Council, chaired by Regent Flores. UFC is an advisory council to the Board of Regents, and in the meeting, committee reviewed its, which is to “evaluate matters and issues related to increasing communication and understanding of university financial reports and budgets.” Second meeting will be held on December 9 and is slated to include a presentation from Audit Services on a project their team has been working on the aid in the understanding, application, and communication of the university budget. • On November 5, attended meeting with Board of Regents Chair Karen Gantt and a small group of campus leaders to discuss campus cultural concerns. • Attended November 2 Cabinet meeting. b. Chair-Elect – Alison Reed

	• This summer, led the communications subgroup of Staff Council formation efforts. Many participated. Special thanks to that committee, which put together the communications for Staff Council. Special thanks to Alan Scott, Christine Broussard, Robin Johnson, Kristi Howard, Deanna McCollum, Ashley Moore, Heather Hawkins, and Lisa Balty. • Started with a survey to all staff members. Great staff participation and received essential feedback that communication should not be solely electronic. In response several types of communication were provided. • Jack Text there is now availability to for text updates from Staff Council. Sign up available in Employee tab of mySFA. Step-by-step instructions found on Staff Council website. • Website is up at https://www.sfasu.edu/staff-council. A huge thanks to Alan Scott for the setup and management. • Council will continue its dedication to Spanish translations and accessibility for all Staff Council communications. Special thanks for Javier Vega for his patience and assistance with translations to date. • For providing access to all staff distribution list, special thanks go to John Wyatt, Stephen Watson, and Travis Killen. • Serves as liaison to Faculty Senate to bring forward anything that pertains to staff. Senate held a special meeting yesterday and voted yes to pass a resolution of low confidence on the Board of Regents. Noted faculty's lack of confidence regarding communication, budget, and cultural concerns. Staff Council has not had the opportunity to discuss this but encourages all to reach out with questions. c. Secretary – Meredith Baily • Notes framework created for meetings and sub-committees. d. Treasurer – Grace Romero • Council has been provided budget of \$2,000. • Expensed just over \$13 for purchase of copy of Robert's Rules of Order. e. Parliamentarian – Rebecca Galatas • Chaired the Bylaws Committee. • Thank you to all who helped with bylaws. Thank you to those working through the proxy process.
VI. Committee Reports	Executive Committee: • Officers have met four times this fall. Topics of meetings included improving communications, moving bylaws process forward, planning for the strategic planning workshop, and setting first meeting date and agenda. Bylaws Committee: • Met several times during fall. Bylaws were created. Proposed further discussions about creating standing rules and procedures.
VII. New Business	a. Staff Service and Retirement Awards (presentation by Rep. Brewer) • Historically, faculty recognition events have been much more well-funded and well-attended than staff events. Faculty event this year was overhauled due to budget restrictions but was still well regarded. Included music, drinks, and heavy hors d'oeuvres and was held at the Cole Center downtown. • Propose hosting the same for staff. Suggest having faculty and staff events on contiguous nights to save on costs. Propose we discuss ask Cabinet heads to spread cost of event across each division according to division's percentage of honorees. Propose Staff Council hosting and coordinating the event. Propose

	fewer speeches. • Representative C. Herrera notes this would be an appropriate item for Council to manage. b. Meeting Calendar • Need to select standard day and time for our meetings. • Motion for 2nd Monday of each month at 1:30pm by Rep. DeWitt. ○ Seconded by Representative Brewer. ○ All in favor. No opposition or abstentions. c. Survey • Motion by Representative Beck to move into executive session. Motion passed. d. Committee Appointments • Representative DeWitt will serve as Staff Council representative on the EAP RFP.
VIII. Adjournment	Chair made brief reminder that, to get item on agenda, must contact Council 10 days in advance of meeting. Representative Kennedy motioned to adjourn. Representative Harless seconded the motion. Adjournment Time: 3:03 p.m.