

Stephen F. Austin State University
Staff Council Meeting Notes
Monday, June 13, 2022
9:30 a.m. – 11:27 a.m.
McGee Business Building (Room 133) and Zoom

Attendees:

Attending Representatives	<input checked="" type="checkbox"/> Chair: Megan Weatherly <input checked="" type="checkbox"/> Chair-Elect: Alison Reed <input checked="" type="checkbox"/> Parliamentarian: Rebecca Galatas <input checked="" type="checkbox"/> Treasurer: Grace Romero <input checked="" type="checkbox"/> Secretary: Meredith Baily <input checked="" type="checkbox"/> Veronica Beavers <input checked="" type="checkbox"/> Brittany Beck <input checked="" type="checkbox"/> Sharon Brewer <input checked="" type="checkbox"/> Ryan Brown-Moreno <input checked="" type="checkbox"/> Surry Consford <input checked="" type="checkbox"/> Jennifer Crenshaw <input checked="" type="checkbox"/> Jessica DeWitt <input checked="" type="checkbox"/> Denise Douglas <input checked="" type="checkbox"/> Angela Harless <input checked="" type="checkbox"/> Stina Herrera <input checked="" type="checkbox"/> Veronica Herrera <input checked="" type="checkbox"/> Travis Killen <input checked="" type="checkbox"/> Trina Menefee <input checked="" type="checkbox"/> Agatha Moreland <input checked="" type="checkbox"/> Alan Scott <input checked="" type="checkbox"/> Lissy Turner <input checked="" type="checkbox"/> Tierney Twigg <input checked="" type="checkbox"/> Ashley Ward <input checked="" type="checkbox"/> Mindy Wolbert
Not Present	<input type="checkbox"/> Leiah Allen <input type="checkbox"/> Heather Catton <input type="checkbox"/> Amanda Kennedy <input type="checkbox"/> Richard Stobart

Meeting Minutes

Topic	Minutes
I. Call to Order	Chair Weatherly called the meeting to order at 9:30 a.m.
II. Roll Call	Secretary Baily called roll. Individuals noted above were in attendance. Christine Broussard served as proxy for Heather Catton. Jamie Campbell served as proxy for Amanda Kennedy. Teresa Williams served as proxy for Leiah Allen.
III. Presentations	<p>a. Dr. Steve Westbrook (Interim President)</p> <p>Topic: General updates</p> <ul style="list-style-type: none"> • Regarding COVID: <ul style="list-style-type: none"> ○ We know we have two years of impact due to COVID that will need to “wash through the system for us.” We have promising numbers for incoming students for Fall 2022. But we still have smaller classes from the COVID years and are graduating larger pre-COVID classes. ○ The above still poses financial challenges for us. How we react to these challenges is important. • Executive Director of Enrollment Management position is open, but summer is a good time to search for this role. Rachele’ Garrett is serving as interim, and our great Enrollment Management team is still in place working. Hope is to have the position filled by end of September. • He has agreed to fill in as interim president because he loves SFA and is filling the gap until the new president is in place, which will be at least through the next legislative session. We start developing legislative appropriation requests in August and work to develop those is underway. Hearings will start in the fall and continue in the spring. If a new person comes on before the end of the session, he will assist in onboarding. He does not intend to remain in role of president long-term. • Capital campaign is well underway and doing well. Hopefully, we will be able to make some positive announcements on that soon.

	<ul style="list-style-type: none"> • Next year is the centennial year, which we will kick off in January. (The actual birthday is September 18, 2023.) During our first 100 years, we have been up and down, and there were times the University came close to closing. We survived then, and we will survive now. • We provide a residential experience; SFA is a destination institution. Most students aren't living at home and attending here; so, COVID really hurts us, but we are going to come out of this. • Questions <ul style="list-style-type: none"> ○ Chair Weatherly: Can you give us an update on the budget development process? What we can expect at the Board meeting? Can we expect any salary adjustments? <ul style="list-style-type: none"> ▪ Budget development is ongoing, and Gina Oglesbee is taking a ground-up approach to reach a budget number we can rely on and that is still underway. We are likely going to have to access our fund balance. Revenue looks to be flat (not down), which is good. ▪ Regarding the Board meeting and presentation of budget, part of the discussion related to salaries would be around how to use the fund balance. We may see a one-time supplement instead of raises. We do not anticipate any major surprises at the meeting. ▪ We are unsure what will happen in the legislative session, and whether those sessions may provide additional support for institutions like SFA. We will ask for this assistance. ▪ Salaries are top of mind for everyone, but realistically we have to look and project how to fund raises over time. ▪ Part of this is how we forecast. ○ Representative S. Herrera: Obviously money is important, but it needs to be said that as a staff, we are a priority. A one-time bonus would be fine, but we won't be able to fill open positions if we cannot be competitive, and we cannot be competitive with a one-time bonus. <ul style="list-style-type: none"> ▪ Dr. Westbrook: I don't disagree. A one-time supplement is not optimal, but it may be a more likely interim step than raises, which are required to be carried year over year. ○ Representative DeWitt: Can you follow up on the legislative request preparation and share what current focus and direction related to these will be? <ul style="list-style-type: none"> ▪ Dr. Westbrook: Focus will very likely to be capital renewal (deferred maintenance). Likely we will be also asking for some support in offsetting losses sustained due to COVID. ▪ Dr. Westbrook: We will always ask the state to more fully fund the formula. Every biennium, the legislature funds the formula, which pushes out to every institution, and how much we get depends on how much in total the legislature puts toward the formula (e.g. \$1M is different than \$10M when split among all institutions). We will also pursue exceptional items with the legislative requests. ▪ Dr. Westbrook: Responding to follow-up question about when presidential search will begin. He noted that he hopes we will learn more at the July Board meeting. He speculates that search might begin mid-fall for a placement by end of spring.
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	<ul style="list-style-type: none"> ○ Representative Brewer: Morale is at an all-time low, and salary has to be the number one priority. Perhaps there are also appreciation and recognition opportunities. She hopes the administration recognizes that. <ul style="list-style-type: none"> ▪ Dr. Westbrook: This administration recognizes and appreciates staff. New EAP coming out in the fall is a good step. ○ Chair Weatherly: Notes that when she and Alison met with Dr. Westbrook just after his return to campus, they conveyed that Staff Council is an activist body. Thus far, the Council's relationship with Dr. Westbrook has been positive and productive relationship.
IV. Meeting Minutes	Motion by Representative Beck to accept the minutes as written. Second by Representative Consford. Unanimous vote to approve minutes. No abstentions.
V. Officer Reports	<p>a. Chair – Megan Weatherly</p> <ul style="list-style-type: none"> • We've had two Executive Committee meetings since April. Will discuss during reports portion of the meeting. • On May 19, met with Gina Oglesbee and Judi Kruwell at their request to discuss changes to the Lumberjack Employee Assistance Program (LEAP). Proposed changes which will go before the Board at its July meeting. Summary of major changes: <ul style="list-style-type: none"> ○ Six months of service required to start the LEAP program. Six-month mark can fall during the semester you start. ○ LEAP will terminate at conclusion of employment. If you conclude employment in middle of a semester, benefit holds until end of the semester. ○ Our concern about the two-course limit was recognized and did not move forward as changes. Our feedback was taken seriously and reflected in the final policy. • Many details behind the scenes related to elections, which will be discussed in committee reports. ironed out for elections • Two membership changes: <ul style="list-style-type: none"> ○ Caleb Perkins resigned his seat effective May 21. Ashley Ward will finish his term, which concludes August 31, 2023. ○ Mark Scott resigned his seat effective May 26. Travis Killen will finish his term, which concludes August 31, 2024. ○ Note that the process for filling a vacancy is governed by our bylaws (Article VI, Section C) and is handled by EEO category, not by division. The individual tapped to fill a vacancy is the one who received the next highest vote count for that EEO category in the most recent election. • The next Board of Regents meeting is July 24-26. Executive Committee attends all of open session. We will see budget presentation, and Megan will deliver her final report to the Board. <p>b. Chair-Elect – Alison Reed</p> <ul style="list-style-type: none"> • No reports on the work of Faculty Senate or Lumberjack Innovation Team. <p>c. Secretary – Meredith Baily</p> <ul style="list-style-type: none"> • Nothing to report <p>d. Treasurer – Grace Romero</p>

	<ul style="list-style-type: none"> • Nothing to report <p>e. Parliamentarian – Rebecca Galatas</p> <ul style="list-style-type: none"> • All in order with proxies.
VI. Committee Reports	<p>a. Executive Committee</p> <ul style="list-style-type: none"> • Chair Weatherly reporting. • Executive Committee met with Staff Council committee chairs and co-chairs on May 2 just to touch base and make sure committees were aware of each other's work. • Met on June 2 to set agenda for June 13 meeting. <p>b. Nominations & Elections Committee</p> <ul style="list-style-type: none"> • Representative Crenshaw reporting. • If you are considering running for election to the Council, you are encouraged to review our website to learn more about us. • Strong start to nominations. Many are coming in, and we are verifying eligibility. Nominations will be accepted through July 17 at 5 p.m. Eligible employees can nominate themselves or another employee. • Those on Staff Council whose term is ending but want to serve another term will have to run again and will follow same procedures as non-representatives. • Reminder that our representation is divided by EEO category. Category descriptions and look-up information are available on the Membership page of the Staff Council website. • To nominate, look at the Elections page, which includes a list of eligible employees. To nominate someone, complete the online form or a paper form. • Information on expectations of representatives is available on our website. Or, call a current representative and inquire! • Once nominations window closes, the Nominations & Elections Committee will review nominations, confirm each meets eligibility requirements, and then send out acceptance emails. Nominees secure approval from supervisor. <ul style="list-style-type: none"> ○ Note that if a supervisor does not want to approve the nomination, they will need to provide a valid reason to the head of Human Resources. • All nominees that accept will be asked for a photo to be placed online and a statement as to why they want to serve. There will be a photo day for official photos if desired. • Elections will be in mid-July and will span two work weeks. Staff Council will email all staff once open. Voting will be held through mySFA. Voting is done by EEO category. • Announcements to the individuals will occur first and the August meeting will announce the new representatives. • Questions <ul style="list-style-type: none"> ○ Representative V. Herrera: What is the frequency with which paper nomination boxes are checked? <ul style="list-style-type: none"> ▪ Representative Crenshaw: The ballot boxes are checked three times a week and refilled as needed. There has been a positive, welcoming presence everywhere.

	<ul style="list-style-type: none"> ○ Representative Ward: I have a part-time co-worker who came back from retirement. When looking up her EEO category, she showed as ineligible. When it comes to representation, she doesn't know who to reach out to in order to provide feedback. Do part-time employees not have representation since they are ineligible to serve on Staff Council? <ul style="list-style-type: none"> ▪ Representative Crenshaw: All employees are represented by the Council. Part-time employees are not eligible to sit on the Council, but they can talk with anyone on Staff Council, as we are all interested in the interests of all staff. ▪ Chair Weatherly: Good point that the messaging might be confusing, so we will work on correcting it. • Representative Consford: Thank you for Representative Crenshaw for all of the time she has dedicated to nominations and elections process. <p>c. Communications Committee</p> <ul style="list-style-type: none"> • Representative Scott reporting. • No formal report but will be working with Nominations and Elections Committee to for additional content about nominees to website. <p>d. Worklife Committee</p> <ul style="list-style-type: none"> • Representative Brown-Moreno reporting. • Work has continued on the creation of the Information Translation Network, which will provide language support for staff who need it during significant conversations (e.g. conversations about benefits, retirement, HR issues, etc.), not everyday conversations. Shared the Information Translation Network volunteer form, which will allow employees to sign up to serve as translators on campus. Committee has been working to ensure efforts are in accordance with policy, and then this recommendation will be presented to Cabinet. • Form includes contact information, how much notice is needed to provide translation services, languages spoken, etc., along with supervisor approval. • Questions <ul style="list-style-type: none"> ○ Representative Turner: Is gender identifier 100% necessary for the conversation? Representative Brown-Moreno noted that this information was being asked for in order to provide options for those receiving services, based on their comfort level with certain genders. Representative Turner noted that including more gender identifies other than male and female would be more supportive of our community. ○ Representative Turner: Will there be training required Title IX and mandatory reporting requirements for those who do volunteer? Representative Brown-Moreno noted that committee needs to look into this. ○ Chair Weatherly: John Wyatt (Interim Director, Human Resources) is part of the conversation and encouraged us to broaden the program to staff as well.
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VII. Old Business	<p>a. Update on EAP RFP</p> <ul style="list-style-type: none"> • Representative DeWitt: No update. However, Dr. Westbrook shared that EAP was waiting on a few final signatures.
VIII. New Business	<p>a. Proposed bylaws amendment¹</p> <ul style="list-style-type: none"> • Parliamentarian Galatas: Ad-Hoc Bylaws Committee proposed revised language of Article IV, Section D, Item 3 at last meeting, and discussion was tabled. Goal is to provide clarity of representatives' duties and ensure representation is had for all categories at meetings. • Proposed language reviewed. <ul style="list-style-type: none"> ○ Note also that we changed our meeting time to address concerns of those that are perhaps unable to attend meetings in full in the afternoon. • Chair Weatherly: Part of the discussion at the April meeting was what constitutes "entirety." The request to the committee was to examine this language and compare to bylaws of other staff bodies across state. Review of other bylaws revealed that almost no body attempted to define "entirety" because doing so opened Pandora's box. • Representative Crenshaw: Requested to change "he/she/they" to "the representative" in proposed Article IV, Section D, Item 4. • Representative Turner: Request to remove gender identifier justification in bylaws and recommends changing in the entire bylaws document. Because this is such a large change, Chair Weatherly asked if it would be OK to motion to change this at the next meeting to provide time to do this work. Representative Turner said yes. • Representative S. Hererra: Who decides whose job is it to decide the parameters around being late or leaving early? Discussion that "entirety" means that arriving late or leaving early is an absence. Representative S. Hererra notes that language needs clarification, as she does not believe it reasonable to remove a member due to attending late or leaving early periodically. Chair Weatherly asks for suggested alternative language. Representative S. Hererra had none but suggested more of an interim probationary process and has concerns about being late being an absence. Chair Weatherly asks for suggested language. • Representative Beck: Asks if representative has a proxy present, is missing that meeting counted as an absence? <ul style="list-style-type: none"> ○ Chair Weatherly: Yes, having a proxy is still missing a meeting. • Treasurer Romero: For full appropriate representation, is it fair to your constituency or to staff of the whole university if you are not attending in full and are the voice for those people? It seems fair that the person taking on the commitment of serving as a representative, then can you be representing appropriately if you are late or leaving early? Representative S. Hererra notes this feels like an obstacle for our laboring groups. • Representative Ward: Understands running late and busy schedules or emergencies. But the Zoom option gives some grace to allow some flexibility and full participation. Staff Council is not the same as other organizations on campus;

¹ All proposed bylaws language is included at the end of these minutes.

	<p>there is more of a commitment and if that commitment level cannot be met, then maybe someone else should step in.</p> <ul style="list-style-type: none"> • Representative Killen: To address the concern over tardiness or having to leave early, suggests a tardiness leeway (e.g. two 15-minute tardies equals an absence) • Chair-Elect Reed: We have to remember that we generally take votes at the end of a meeting, and hopefully changing the meeting time addresses this, but any early departure/tardy clause would affect voting. Representative S. Herrera wants to clarify that her concern is the severity of the penalty for being late/leaving early. • Chair Weatherly: Clarifies that motions can come from anyone and that representatives can also vote no. • Representative Crenshaw: Motioned to change the following proposed language to Article IV, Section D, Item 4 to: "...therefore, the representative will forfeit their membership on the Council." Seconded by Representative Consford. Motion passed with no opposition or abstentions. • Representative S. Herrera: Motioned to send back to committee to change the language in Article IV, Section D, Item 3 to be inclusive of a certain number of tardies/early departures equals an absence. Seconded by Representative V. Herrera. Vote taken: 14 in favor, 8 opposed, 1 abstention. Motion failed. • Representative Turner: Motioned that Ad-Hoc Bylaws Committee remove gender identifying markers from bylaws. Seconded by Representative Beavers. Motion passed with no opposition or abstentions. <p>b. Officer Elections</p> <ul style="list-style-type: none"> • Representative Crenshaw motioned to go into executive session to discuss officer elections. Seconded by Representative Brown-Moreno. Motion passed with no opposition or abstentions.
IX. Adjournment	<p>Representative Menefee motioned to adjourn. Seconded by Representative V. Herrera. Motion passed unanimously. Meeting adjourned at 11:27 a.m.</p>

Proposed Bylaws Changes

Original Language

IV. Membership

D. Duties and Expectations

3. Representatives will attend meetings of the Council, accruing no more than two absences at meetings of the whole per term year.

Tabled Language from April 18 Meeting

IV. Membership

D. Duties and Expectations

3. Representatives will attend all scheduled meetings of the Council in their entirety.
4. Representatives will accrue no more than two absences per term year.

Proposed Language

IV. Membership

D. Duties and Expectations

3. Representatives will attend all regular and special meetings of the Council in their entirety.
4. Any representative who accrues more than two absences during the year will cause their EEO category to be underrepresented; therefore, he/she/they will forfeit his/her/their membership on the Council.