

**Stephen F. Austin State University**  
**Staff Council Meeting Notes**  
**August 8, 2022**  
**9:30 a.m. – 11:32 a.m.**  
**McGee Business Building (Room 133) and Zoom**

**Attendees:**

<b>Attending Representatives</b>	<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"/> Courtney Beavers <input checked="" type="checkbox"/> Veronica Beavers <input checked="" type="checkbox"/> Brandi Bryant <input checked="" type="checkbox"/> Brittany Beck <input checked="" type="checkbox"/> Sharon Brewer <input checked="" type="checkbox"/> Heather Catton <input checked="" type="checkbox"/> Surry Consford <input checked="" type="checkbox"/> Jennifer Crenshaw <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"/> Amanda Kennedy <input checked="" type="checkbox"/> Travis Killen <input checked="" type="checkbox"/> Trina Menefee <input checked="" type="checkbox"/> Agatha Moreland <input checked="" type="checkbox"/> Jordan Riley <input checked="" type="checkbox"/> Alan Scott <input checked="" type="checkbox"/> Richard Stobart <input checked="" type="checkbox"/> Lissy Turner <input checked="" type="checkbox"/> Tierney Twigg
<b>Not Present</b>	<input type="checkbox"/> Leah Allen <input type="checkbox"/> Jessica DeWitt <input type="checkbox"/> Ashley Ward

**Meeting Minutes**

Topic	Minutes
<b>I. Call to Order</b>	Time: 9:30 a.m.
<b>II. Roll Call</b>	Treasurer Romero called roll. Individuals noted above were in attendance. No proxies named
<b>III. Presentations</b>	<ul style="list-style-type: none"> <li>• <b>Ms. Jessica Barrett – Budget Director</b></li> <li>• Introductions to co-presenters Ms. Ginger Walker (Senior Budget Analyst) and Ms. Renea McDaniel (Payroll Manager)</li> <li>• General Overview: <ul style="list-style-type: none"> <li>○ The Board of Regents (BOR) passed 3.7 million for a one-time payment to recognize “our greatest resource, faculty and staff”</li> <li>○ We estimate that will still be “ok” within our reserves after this payment</li> <li>○ The payment happens on October 14<sup>th</sup> 2022 and will not carry forward to FY 2024</li> </ul> </li> <li>• Eligibility <ul style="list-style-type: none"> <li>○ This is not merit based and the President is the final authority on eligibility</li> <li>○ Faculty and staff funded from university funds – meaning not paid through restricted funds (e.g., gift funds)</li> <li>○ Faculty and staff that are paid from restricted/gifts funds may be eligible if grant funding is available or if it is appropriately approved</li> <li>○ Must be an employee for 6 months minimum and must be a full-time employee or a permanent part-time position</li> <li>○ FTE is calculated based on your employment status on 4/1/2022</li> <li>○ Employees with retention payments or automatic salary escalators are not eligible (e.g., coaches)</li> </ul> </li> </ul>

- Casual, temporary, adjunct faculty, and return to work after retirement employees are not eligible
- Employees with permanently split positions totaling 1.0 FTE are eligible, excluding positions that reach 1.0 FTE with an adjunct role.
- Employees that moved to a new position as of 4/1/2022, will receive payment based on their income of 9/1/2022
- Employees under probationary status that were employees as of 4/1/2022 are eligible.
- Calculation
  - Calculations are based on 9/1/2022 position budgeted base salary (no stipends, supplements, or additional compensation included)
  - For full-time eligible employees, compensation will be 4% of base salary or \$2,000, whichever is greater
  - For part-time eligible employees, 4% of base salary for the FTE percent
  - No retirement deductions will be taken. Payments are considered a bonus under TRS requirements thus not eligible for retirement contribution
  - Federal withholding rate of 22% is required by IRS regulations
  - Standard Social Security tax of 6.2% and Medicare tax of 1.45% apply
  - Any additional chosen deductions will not come out of this payment
  - Calculation results in gross pay less the federal withholding for net pay
  - Net pay scenario examples found below

#### **Scenario 1**

Bonus payment calculation for an employee with annual gross salary of \$70,000.00:

$$\$70,000.00 * 4\% = \$2,800.00$$

$$\$2,800.00 * 6.2\%(\text{SS}) = \$173.60$$

$$\$2,800.00 * 1.45\%(\text{MC}) = \$40.60$$

$$\$2,800.00 * 22\%(\text{FIT}) = \$616.00$$

$$\text{Total Net} = \$1,969.81$$

#### **Scenario 2**

Bonus payment calculation for an employee with annual gross salary of \$60,000.00:

$$\$60,000.00 * 4\% = \$2,400.00$$

$$\$2,400.00 * 6.2\%(\text{SS}) = \$148.80$$

$$\$2,400.00 * 1.45\%(\text{MC}) = \$34.80$$

$$\$2,400.00 * 22\%(\text{FIT}) = \$528.00$$

$$\text{Total Net} = \$1,688.40$$

#### **Scenario 3**

\*Bonus payment calculation for an employee with annual gross salary of \$40,000.00:

$$\$40,000.00 * 4\% = \$1,600.00$$

$$\$1,600.00 * 6.2\%(\text{SS}) = \$99.20$$

$$\$1,600.00 * 1.45\%(\text{MC}) = \$23.20$$

$$\$1,600.00 * 22\%(\text{FIT}) = \$352.00$$

$$\text{Total Net} = \$1,125.60$$

#### Scenario 4

\*Bonus payment calculation for a employee with annual gross salary of \$20,000.00:

$\$20,000.00 \times 4\% = \$800.00$

$\$800.00 \times 6.2\%(\text{SS}) = \$49.60$

$\$800.00 \times 1.45\%(\text{MC}) = \$11.60$

$\$800.00 \times 22\%(\text{FIT}) = \$176.00$

**Total Net= \$562.80**

**Bonus payment calculation for the \$2,000.00 minimum:**

$\$2,000.00 \times 6.2\%(\text{SS}) = \$124.00$

$\$2,000.00 \times 1.45\%(\text{MC}) = \$29.00$

$\$2,000.00 \times 22\%(\text{FIT}) = \$440.00$

**Total Net = \$1,407.00**

#### Question and Answer

- Rep. Killen – what about employees on probation?
  - Ms. Barrett – If they are a full-time employee of SFA as of 4/1/22, compensation will be based on their pay as of 9/1/22. So if moved to a new position the question is if the individual was an SFA employee as of 4/1/2022.
- Rep. S. Herrera – compared to a 2% or 3% merit raise, would all these taxes have come out the same but spread out across the year?
  - Ms. McDaniel – no, this is considered a bonus payment (award pay) which requires being taxed at 22%. Merit pay would have been taxed based on withholdings listed on the employees W4
  - Ms. Barrett - Merit would have been a lower tax amount but other deductions (e.g., TRS deduction) would have applied
- Rep. Riley – Scenario 4, does that for some reason mean that you don't, you won't get the \$2,000 minimum?
  - Ms. Barrett - no, the minimum will still apply, this is an example of the difference in net pay with and without the minimum threshold of \$50,000 a year.
- Rep. S. Herrera - what were the considerations around not including return to work retirees for compensation?
  - Ms. Barrett – Conversations are still taking place about this decision. Discussing VSIP vs. Non-VSIP return-to-work retirees. The decision to exclude this category may change. I don't think it was the intention to exclude them and will talk with the VPFA Gina Oglesby regarding these decisions
  - Ms. Barrett will discuss this topic and a potential dispute process with VPFA and report back to the Council.
- Chair Weatherly – a one-time payment does not solve the repressed salary issue, how is administration considering solutions that will address the overall salary issues over the next few years (3-year projection, 5-year projections)?
  - Ms. Barrett – Enrollment, revenue, and reserves have to be projected and calculated first. The hope is that we can address this further at the October

	<p>board meeting. We know this is very important and this was not intended to address the need for salaries in general.</p> <ul style="list-style-type: none"> <li>• Chair Weatherly – is the situation with return-to-work retirees related to potential TRS consequences? <ul style="list-style-type: none"> <li>○ Ms. Renea McDaniel – SFA pays a surcharge for return-to-work retirees which is a bit of an issue since we are not taking out TRS. This is something they are looking into.</li> </ul> </li> <li>• Rep. V. Hererra – questions regarding push-back when aiming to compensate staff with available departmental funds. <ul style="list-style-type: none"> <li>○ Ms. Barrett – Not a budget restriction from the budget office. May be related to compensation policy. Recommend reaching out to HR.</li> </ul> </li> <li>• Rep. Killen – how has the staff salary study been used to improve compensation for staff employees? We have had the data for years and yet we are still working off midpoints from 2012 and if we are not going to use our own study for compensation how are we going to move forward? <ul style="list-style-type: none"> <li>○ Ms. Barrett – I am not aware of how it has been discussed or implemented at the Cabinet level. HR does the review, not the Budget Office. New budget processes and deadlines have required significant focus since VPFA Oglesby's start. With these completing, now would be the time for these discussions to begin.</li> <li>○ Chair Weatherly - we are continually talking to Cabinet about this. We asked for 3- and 5-year projections on salary increases and we will continue to remain part of these conversations.</li> </ul> </li> <li>• Rep. Harless – regarding enrollment, do the numbers calculated include on-campus and online students? <ul style="list-style-type: none"> <li>○ Ms. Barrett – this includes both. We are still budgeting flat for tuition and fees. Our semester credit hours (SCH) are projected at a minimal increase, but we expect to have more accurate numbers at the October Board meeting.</li> </ul> </li> </ul>
<b>IV. Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• Motion to approve by Rep. Beck</li> <li>• Seconded by Rep. Consford</li> <li>• Approved with no abstentions</li> </ul>
<b>V. Officer Reports</b>	<p>a. Chair – Megan Weatherly</p> <ul style="list-style-type: none"> <li>• Nominations and Elections committee have done a mountain of work. Special thanks to Jennifer Crenshaw and Amanda Kennedy</li> <li>• Change in members: <ul style="list-style-type: none"> <li>○ Courtney Beavers (Category 30), filling vacancy of Ryan Brown-Moreno effective immediately, with term concluding August 31, 2024</li> <li>○ Brandi Bryant (Category 30), filling upcoming vacancy of Jessica DeWitt effective September 1, with term concluding August 31, 2023</li> <li>○ Jordan Riley (Category 60), filling vacancy of Mindy Wolbert effective immediately, with term concluding August 31, 2023</li> </ul> </li> <li>• July Board meeting – the Executive Committee attends every moment of open session. The portion of the meeting related to bonuses generated a lot of questions. First, we recommend you watch the meeting for yourself to make informed opinions and decisions. Understandably there were concerns about some of the comments made, you will receive an email about this, but please know several of</li> </ul>

	<p>your Executive Committee members and Faculty Senate members addressed the comments made in this meeting directly with the Board of Regents.</p> <ul style="list-style-type: none"> <li>An email received last week from a credible source noted that four university systems have shown interest in SFA and are talking. The systems were specifically asked to address questions pertaining to the university's name; resources; culture; and 3 specific academic programs (nursing, forestry/agriculture, and education)</li> </ul> <p>b. Chair-Elect – Alison Reed</p> <ul style="list-style-type: none"> <li>Faculty Senate – no update</li> <li>Faculty/Staff Breakfast – there was a template created that will go out every month to all staff as a reminder.</li> </ul> <p>c. Secretary – Meredith Baily</p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p>d. Treasurer – Grace Romero</p> <ul style="list-style-type: none"> <li>Out of the \$2,000 budget we spent around \$1,500 and are rolling over the remaining funds to next year.</li> </ul> <p>e. Parliamentarian – Rebecca Galatas</p> <ul style="list-style-type: none"> <li>No proxies to report. Welcome to our new members.</li> </ul>
<b>VI. Committee Reports</b>	<p>a. Executive Committee</p> <ul style="list-style-type: none"> <li>Met Wednesday July 27<sup>th</sup> to set this meeting</li> <li>Many conversations around the board meeting</li> </ul> <p>b. Nominations &amp; Elections Committee</p> <ul style="list-style-type: none"> <li>Excited to wrap up this season</li> <li>Inspiring to watch participation around campus</li> <li>Staff Council will shrink from 28 representatives (FY22) to 25 representatives (FY23) due to staffing numbers</li> <li>You can look at our representative seats online to see who rolls off on what year</li> </ul> <p>c. Communications Committee</p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p>d. Worklife Committee</p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p>e. Ad Hoc Committee (bylaws)</p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>
<b>VII. Old Business</b>	<p>a. EAP Update – the EAP is moving into place. There were information sessions provided last week. If you did not have the opportunity to see those we can work towards getting a recording.</p>
<b>VIII. New Business</b>	<p>a. Officer elections</p> <ul style="list-style-type: none"> <li>Chair Elect – Grace Romero</li> <li>Secretary – Meredith Baily</li> <li>Treasurer – Travis Killen</li> <li>Parliamentarian – Lissy Turner</li> </ul> <p>b. Pass the gavel</p> <ul style="list-style-type: none"> <li>Important to recognize the good work we accomplished from the last year. Even before we were official (December) we took part in discussions with the President and the BOR chair related to all of the drama from last September which meant a significant seat at the table in a way that staff never had before. For the first time ever we have a body to represent the collected interests of</li> </ul>

	<p>staff. We get pulled into a lot of conversations, not just official meetings but conversations all over campus – these make a big difference.</p> <ul style="list-style-type: none"> <li>• We have examined and commented on issues related to worklife including staff salaries, non-salaried benefits like LEAP, our employee wellness program, faculty staff breakfast, our campus climate, morale issues, shared governance, investigation on joining a system, the financial health of the institution, and the accountability of our leadership. And we did a strategic planning workshop where we determined the values that are going to govern our work</li> <li>• Bylaws – this was a massive task we worked to make us more efficient</li> <li>• Staff recognition and retirement awards were taken on by the council and we will continue that recognition work.</li> <li>• Thanks to the many staff supporting us across campus. We have not been an idle body. This does not work without everyone showing up and doing work, this work matters and we have a lot of constituents working hard and we as a collective body appreciate that work.</li> <li>• Special thanks to the Executive Committee</li> <li>• Special thanks to HR and their critical work for us behind the scenes.</li> <li>• Special thanks to Mike Coffee, Rich Barnhart, and Theunis Oliphant for technical support behind the scenes. Javier Vega and Grace Romero for translations.</li> <li>• It is a huge accomplishment to stand this body up together.</li> </ul> <p>c. Recognition of representatives</p> <ul style="list-style-type: none"> <li>• Thank you gifts to the representative body members</li> <li>• Thank you to all the leaders we had in this group.</li> <li>• Thank you to departing members</li> </ul> <p>d. Seat new representatives</p> <ul style="list-style-type: none"> <li>• Term beginning September 1</li> <li>• Choya Coleman, Information Technology Services (Category 30)</li> <li>• Sabrina Delaney, Office of the Registrar (Category 30)</li> <li>• Brandon Stringfield, Information Technology Services (Category 30)</li> <li>• Emily Keller, Residence Life (Category 40)</li> <li>• Gina Ajero, College of Liberal &amp; Applied Arts (Category 50)</li> <li>• Angela Harless, Physical Plant (Category 70)</li> </ul> <p>e. Tentative meeting dates for AY 22-23</p> <ul style="list-style-type: none"> <li>• 9 meetings per year</li> </ul>
<b>IX. Adjournment</b>	Adjourn Time: 11:32 a.m.