

Stephen F. Austin State University
Staff Council Meeting Notes
Monday, November 14, 2022
10:00 a.m. – 12:00 p.m.
McGee Business Building (Room 133) and Zoom

Attendees:

Attending Representatives	<input checked="" type="checkbox"/> Chair: Alison Reed <input checked="" type="checkbox"/> Chair-Elect: Grace Romero <input checked="" type="checkbox"/> Parliamentarian: Lissy Turner <input checked="" type="checkbox"/> Treasurer: Travis Killen <input checked="" type="checkbox"/> Secretary - Meredith Baily <input checked="" type="checkbox"/> Gina Ajero <input checked="" type="checkbox"/> Courtney Beavers <input checked="" type="checkbox"/> Veronica Beavers <input checked="" type="checkbox"/> Sharon Brewer <input checked="" type="checkbox"/> Choya Coleman <input checked="" type="checkbox"/> Surry Consford <input checked="" type="checkbox"/> Jennifer Crenshaw <input checked="" type="checkbox"/> Sabrina Delaney <input checked="" type="checkbox"/> Rebecca Galatas <input checked="" type="checkbox"/> Angela Harless <input checked="" type="checkbox"/> Veronica Herrera <input checked="" type="checkbox"/> Emily Keller <input checked="" type="checkbox"/> Agatha Moreland <input checked="" type="checkbox"/> Jordan Riley <input checked="" type="checkbox"/> Ashley Ward <input checked="" type="checkbox"/> Amanda Kennedy <input checked="" type="checkbox"/> Nadia Sifuentes <input checked="" type="checkbox"/> Brandon Stringfield
Not Present	<input type="checkbox"/> Brittany Beck <input type="checkbox"/> Brandi Bryant <input type="checkbox"/> Ken Morton

Meeting Minutes

Topic	Minutes
I. Call to Order	Time: 1:30 p.m.
II. Roll Call	Secretary Baily called roll. Individuals noted above were in attendance. Jeremy Higgins served as proxy for Ken Morton.
III. Meeting Minutes	<ul style="list-style-type: none"> • Motion by Representative C. Beavers • Seconded by Representative Crenshaw • Motion passed
IV. Officer Reports	a. Chair – Alison Reed <ul style="list-style-type: none"> • System affiliation wrap up. Grateful to all who participated and to the Council. Presented staff system findings to Board of Regents on October 30th along with fellow stakeholders. The presentation was well received and positive. This was a large endeavor for all of us and the staff's voices were a meaningful part of the process. Encouraged staff to go to the system website (sfasu.edu/system) to view updated materials and presentations. • Staff council update was given to the Board of Regents on Monday October 31st. Discussed Staff Council's role on campus and introduced each of our members. Discussed our accomplishments thus far which included: system affiliation analysis, expanded staff recognition efforts, holding our annual strategic planning workshop, multiple bylaws amendments, adding two new standing committees, and continued participation in discussions across campus to share staff input. Closed with what to expect from the Council this year, which included efforts to increase our visibility, presence on campus, and involvement opportunities for staff. Noted that we will continue to listen to the needs and concerns of our constituents and advocate for the changes and improvements that support staff work-life.

	<ul style="list-style-type: none"> • The Board of Regents approved a recent update to the Staff Employment Policy (11.5). The update includes a new option to fill a position vacancy via internal promotion within a department. Allowing qualified current staff members to be promoted into a vacant position as opposed to posting. The policy further outlines checks and balances along with a required HR review, but it is exciting to hear that this option is available. • The Board of Regents subcommittee will present their system findings at a Special Meeting on November 29. This meeting will include system discussions and the Board's decision. • Faculty and Staff Picnic – Reminder to attend. Noted the Faculty/Staff picnic was moved to Friday, November 18 from 4-6 and will be held at the President's House. Encouraged Council representatives to attend and connect with staff. Eager to see you all - look forward to connecting with our SFA community at this great event. Thank you to Dr. Westbrook for bringing this back. • Received a question regarding SFA's required use of vacation time during holiday breaks. Asked if there would be opportunities to request a change to this process. Per a conversation with HR, the calendar committee is happy to discuss this. Noted that two Staff Council members (Sharon Brewer and Brittany Beck) sit on this committee. <p>b. Chair-Elect – Grace Romero</p> <ul style="list-style-type: none"> • Encouraged staff to try and attend the picnic on Friday afternoon. • Encouraged staff to attend and watch the recording of the November 29th meeting to be well informed about the meeting and presentation. <p>c. Secretary – Meredith Baily</p> <ul style="list-style-type: none"> • Nothing to report. <p>d. Treasurer – Travis Killen</p> <ul style="list-style-type: none"> • Nothing to report. <p>e. Parliamentarian – Lissy Turner</p> <ul style="list-style-type: none"> • All in order.
V. Committee Reports	<p>a. Executive Committee</p> <ul style="list-style-type: none"> • Mainly focused on wrapping up the affiliation report and setting the agenda. <p>b. Nominations & Elections Committee</p> <ul style="list-style-type: none"> • Discussed timeline for next election cycle. <p>c. Communications Committee</p> <ul style="list-style-type: none"> • Information coming next Wednesday regarding the President's Award. <p>d. Worklife Committee</p> <ul style="list-style-type: none"> • Informal Translation Network project was not finished last year. Goal of looking for campus volunteers available to translate for conversations and meetings. Project was pending approval by General Counsel as of June 9th. Contacted General Counsel reminding them of the project and seeking approval. Tanner asked about the sponsoring department which will be HR. Answering a few remaining questions and then bringing this project to Cabinet. Hope to have a conclusive report and introduction of the project by the end of the semester. <p>e. Staff Recognition Committee</p> <ul style="list-style-type: none"> • Wednesday an email will go out about nominations for President's Award. • November 30th another email and announcements will go in mySFA and SFA Today. • President's Award nomination open November 30th - December 14th.

	<ul style="list-style-type: none"> • Ballot boxes will be available in addition to electronic nominations. • Once information is finalized and verified by HR then the information will be sent to Dr. Westbrook. The first round of recipient announcements (for January) will be made at the January Board of Regents meeting and following Faculty/Staff Breakfast. • Staff Service Awards and Retirement Ceremony planning is next. <p>f. Bylaws Committee</p> <ul style="list-style-type: none"> • Bylaws changes can be sent to our Parliamentarian or there will be an anonymous form provided soon.
VIII. New Business	<p>a. I-69 Corridor</p> <ul style="list-style-type: none"> • Briefly talked about this in a recent meeting. Treasurer Killen was notified after that meeting that there is SFA representation on the committee. Carrie Charley and Dr. Delaney–Fields are attending these meetings as SFA representation. Also NacTogether.com has a survey where community members can provide input. Recommendations will be happening soon. <p>b. Bylaws Amendment</p> <ul style="list-style-type: none"> • Executive Committee recognized a need for clarification of terms as they relate to EEO category changes, prior to the creation of a Bylaws Committee. Exact terms with nominations clarified. Addition of one sentence and removal of another. Allows representative seats (that become vacant due to EEO category changes) to be filled by an alternative as opposed to re-election. Process mirrors all other vacancies. • Motion to approve by Representative C. Beavers • Seconded by Representative Ward • Motion passed <p>c. Staff equity and merit policies</p> <ul style="list-style-type: none"> • Numerous requests to date regarding formal inquiry into staff equity and merit. We need to do the research before presenting or formally commenting. Worklife committee asked to research and report on these policies and procedures for the Council to have informed discussions and possible recommendations on the topic. • Representative Brewer asked to aid in the research and discussion with the WorkLife committee. • Representative Ward noted there is a meeting to review the information and determine next steps for a future presentation. <p>Representative Crenshaw – asked when we are at events what is the best way for us to be recognized? Name tags, etc.</p> <ul style="list-style-type: none"> • Representative Ward – Support of the initiative. • Representative Consford – PPD can offer some options. • Representative Harless – Noted magnets being poor options for anyone wearing a pacemaker. • Representative Ward – Can we consider a pin? <p>Representative Ajero – where can we get funding for conferences and other such training for staff?</p>

	Chair Reed – to the best of my knowledge, there are currently no staff development funds beyond those designated within the employee’s departmental budget. Recently involved in conversations regarding how to better support staff development opportunities. Hopeful to have more news on this soon.
IX. Adjournment	Adjourn Time: 10:30 a.m. Motion to adjourn by Representative Ward Seconded by Representative V. Herrera Motion passed