

Stephen F. Austin State University
Staff Council Meeting Notes
Monday, February 13, 2023
10:00 a.m. – 12:00 p.m.
McGee Business Building (Room 133) and Zoom

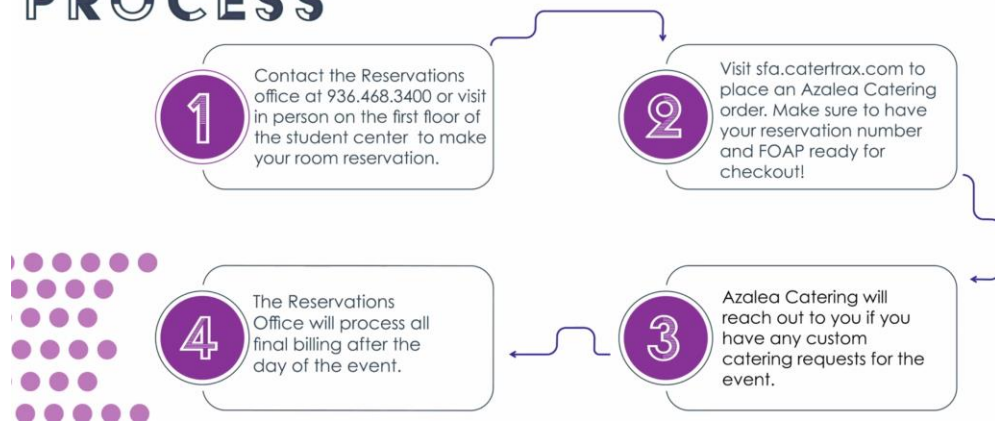
Attendees:

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"/> Carrie Baker <input checked="" type="checkbox"/> Veronica Beavers <input checked="" type="checkbox"/> Brittany Beck <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"/> Ryan Dietrich <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"/> Ken Morton <input checked="" type="checkbox"/> Amanda Kennedy <input checked="" type="checkbox"/> Nadia Sifuentes <input checked="" type="checkbox"/> Brandon Stringfield
Not Present	

Meeting Minutes

Topic	Minutes
I. Call to Order	Time: 10:00 a.m.
II. Roll Call	Secretary Baily called roll. All representatives were in attendance. Parliamentarian Turner noted no proxies present and all in order
III. Presentations	<p>a. Ms. Kim Lee, (Coordinator of Reservations and Conferences, Baker Pattillo Student Center) and Ms. Natasha Varela (Resident District Manager, Chartwells) Topic: Overview of catering, reservations, and avenues for feedback</p> <ul style="list-style-type: none"> • Went over the process with events and putting on catering events. • Recommended contacting the coordinator for reservations and they will book with Chartwells • Azalea Catering is the catering food service provider. They can cater any size event and aid in achieving the vision for an event. If you don't see something on the menu can work with the executive chef and makes special menus. • Noted confusion around the process – online slides provided to show the process. <ul style="list-style-type: none"> i. Contact reservations office at extension 936-468-3400 or visit in the Baker Pattillo Student Center. ii. Enter order at sfa.catertrax.com – be sure to include your FOAP and reservation number. Demonstrated use of the site navigation, and where to enter the order based on items that already exist or place in a custom order. Login allows for a calendar view for availability. Note, even if calendar dates are blocked, users can call and ask if there is room for availability. After submission confirmations are emailed. iii. The catering group will be the point of contact for the event. iv. Reservations office charges at after the event.

CATERING RESERVATION PROCESS



- Questions

- Representative Baker – Explain the policy for outside events that are not in the student center.
 - We are the primary provider on campus. If you have an event outside, we need to discuss that first. SFA 17.6 states that anything over \$150 is required to use catering services. Policy 17.6 covers all SFA facilities, making Chartwell and Azalea catering the official provider across SFA.
- Chair Reed – can you speak to any changes that may be coming regarding units being charged for room usage in the student center?
 - Kim Lee – We don't charge student groups.
- Representative Beck – you mentioned students but what about departments?
 - No charge to departments. However, if the department is charging admission, per policy, Chartwells will charge half the room usage fee for the event.
- Parliamentarian Turner – How far in advance do you need to know about an event?
 - If you are having an event, let us know and we will put placeholders in. Our cutoff date is 3-5 days ahead of time.
 - April is a busy month. The student center stays booked.
 - Will help groups to work in last-minute events as much as possible. Recommend calling with these requests.
- Representative Brewer – Policy states that locations away from main University campus are exempt. So, for example, we don't have to use catering at the Cole Art Center.
 - Nick Smith - General Counsel agrees that the Cole Art Center is considered part of campus along with Nursing and other satellite campus areas. Exclusion may be something like the Experimental Forest.
- Representative Coleman – is there any plan to update this policy to make this more clear?

- Nick Smith - I would say yes and we are in the process of updating policy as part of our alignment with the UT system.
- Chair Reed- Policy updates for SFA (other than those flagged as priority by General Counsel) are currently on hold due to affiliation. SFA policies will become an operational handbook, and we will see many changes as we align our policies with those of UT.
- Representative Beck – catering provided a list of exemptions in the past. Can this be requested ?
 - Nick Smith – it isn't in the policy, but these can be provided. Noted they focus on catered events.

b. Ms. Jessica Barrett (Budget Director, VP Finance and Administration) Topic: Staff compensation increases

- Our leadership group, Gina Oglesbee and Judy Kruwell wanted to be here today. They are currently busy with UT transition items.
- BOR approved a 6% cost of living adjustment.
- Adjustment is based on status of employment as of January 15. 6% is calculated from January 15 salary amount. Eligible employees have to still be employed with SFA on March 1st
- Increase is effective as of February 1. Will see increase on March 1 checks.
- Increase is not merit based and will be applied to the base salary.
- There is a link to [this presentation](#) on the Board of Regents website.
- Budget, payroll, and HR are working on this together. A list of the calculations was sent to unit heads for review and approval. That list was due back February 7 and is being checked by the Budget Office. Questions about this may be directed to your unit head.
- Multiply your monthly by 1.06 to determine what your monthly pay increase would be.
- Questions about retirement, Social Security, or taxes need to be addressed to those offices.
- University Budget Council recommended the 6%. It will cost 3.5 million to cover the increase for 6 months. Next year we will have to come up with 7 million to cover the increase for a year.
- Questions:
 - Secretary Baily - Does the 6% raise apply to the positions themselves or the individuals only? If a position is vacant but then will be applied in a month or more then does it apply to that position?
 - Ms. Barrett: It does not apply to the positions themselves. Administration set aside money within the approved 3.5 million to address vacant positions, but it is not applied at the position level. Positions are approved as they are filled and there is a review happening at the vacant position level.
 - Chair Reed – For vacant positions, aren't these checked against market value by HR before being filled? Would that process already include the 6% increase?
 - Ms. Barrett: Don't want to speak for HR on that. There has been some confusion about how to approach those, and they do try to

	<p>look at that market when there is a restructuring. Budget Office is looking at how to apply the 6%. It is a complicated process all around because we have people who weren't eligible and have to think about it from different angles. They are working on a process to increase some amounts and there have been discussions around raising midpoints. Ultimately the entire University is going up in salary, but the problem is the application of the increase since we have people across campus who are more significantly underpaid than others.</p> <ul style="list-style-type: none"> ○ Treasurer Killen – glad to hear that we are still focused addressing midpoints. Also wondering if there has been any further review of the Hanover Studies to see if we are targeting those positions. <ul style="list-style-type: none"> ▪ Ms. Barrett: Won't speak for Dr. Westbrook, Gina, or John Wyatt on this. I know there is a plan for more of an analysis once a new President comes in on how they want to approach this. ▪ Chair Reed – UT stated that they would provide an analysis of staff salaries and help address these gaps after affiliation. They were not able to do so in their proposal, as staff salaries are much more complex than faculty salaries.
<p>IV. Meeting Minutes</p>	<ul style="list-style-type: none"> ● Motion by Representative Beck ● Seconded by Representative Ward ● Approved with no abstentions
<p>V. Officer Reports</p>	<p>a. Chair – Alison Reed</p> <ul style="list-style-type: none"> ● Presentations for the first 4 recipients of the President's Award were given at the last Board meeting. Recipients included: Bill Bryant (PPD), Cassie Montesano (Ag Farm), Kassondra Perry-Weaver (Nursing), and Kate Childress (SSC). ● It was a nice moment and a wonderful opportunity to recognize staff efforts with the Board. ● As you may have seen in your recent emails, at the January 29 board meeting, the regents made a recommendation in honor of Dr. Steve Westbrook. For his unwavering commitment to the university for more than 40 years, the board began the official process to remove "interim" from his title so he may serve as the official 10th president of SFA until his retirement May 31. <ul style="list-style-type: none"> ○ Even with this change, Dr. Westbrook will retire on May 31. ○ Due to state regulations/procedures, there's a 21-day holding period before this will become official. ○ There will be a special called Board meeting on February 20 to finalize the process, and then we'll spend the day celebrating our new president, Dr. Westbrook. ○ There will be a reception from 3-4 on the 20th in BPSC Spirit Lounge (which I hope everyone will attend). ○ Staff Council Chair has been asked to share a few words at a president luncheon on this day. Given Dr. Westbrook's long history with SFA, would like to ensure the brief remarks are representative of how staff would truly like to welcome him as our new president. Should you have kind words, or a funny story that you'd like to share with me, please do so, so that they can

	<p>be included in our welcome. You can share these with me personally, via Council email, or through our comment box of the Council website.</p> <ul style="list-style-type: none"> ○ This recommendation does not change the search for a new president that is underway. Received a letter from the Chancellor of UT a few weeks ago asking for assistance with selecting a staff member to serve on the presidential search committee which we will finalize at the end of today's meeting. Once our representative is chosen, the search should get started. ● The only other major board meeting topic would be the 3.5 million in SFA reserve monies approved for employee compensation increases, which Jessica covered today for us. ● Newly revised university policies: Policy 12.5 -- Lumberjack Education Assistance Program (LEAP) - clarified the definition for eligible dependent. Revised to say, "must meet the tests to be claimed as a "qualifying child" under IRS regulations." -- Which means to qualify for LEAP, your [dependent] must be younger than you and either younger than 19 years old or be a "student" younger than 24 years old as of the end of the calendar year. There's no age limit if your child is "permanently and totally disabled" or meets the qualifying relative test. <p>b. Chair-Elect – Grace Romero</p> <ul style="list-style-type: none"> ● Faculty Senate <ul style="list-style-type: none"> ○ Provost, Dr. Smith presented updates on the AA budget – speaking to capital support requests, STARs funding that will become available with affiliation. ○ Discussed faculty workload procedure update -- Reminder that all policies will be dissolved into a handbook of procedures (HOP) following affiliation – dissolving policies – will be reborn in August (UT) ○ Dr. Tkacik discussed incentivizing honors contracts and asked faculty for input and dialogue on how to do this. <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
<p>VI. Committee Reports</p>	<p>a. Executive Committee</p> <ul style="list-style-type: none"> ● Emailed as a committee to discuss best methods to select a member to serve on the president selection committee ● Met to set the agenda ● Discussed budget <p>b. Nominations & Elections Committee</p> <ul style="list-style-type: none"> ● Met last week for ideas on marketing the upcoming nominations and elections. ● Reminder – nominations and elections occur in June. <p>c. Communications Committee</p> <ul style="list-style-type: none"> ● We now have Staff Council pins. <p>d. Worklife Committee</p> <ul style="list-style-type: none"> ● Still working on the translation network. Have a delayed response from a few departments. The topic has not been forgotten.

	<ul style="list-style-type: none"> e. Staff Recognition Committee <ul style="list-style-type: none"> • Had 4 of the 8 recipients announced at the January BOR meeting and were celebrated once more (and presented a check) at the Feb. 1st faculty/staff breakfast. • Will award the next 4 recipients at the April 23-25 Board meetings, and the May 3 faculty/staff breakfast. • Working on staff awards ceremony f. Bylaws Committee <ul style="list-style-type: none"> • Nothing to report
<p>VII. Unfinished Business</p>	<ul style="list-style-type: none"> • Staff equity and merit policies • It has been confirmed that the processes and the policies regarding faculty and staff merit and equity are not the same. • However, HR also emphasized that faculty falls into a different category than staff. This is like comparing apples to oranges. • HR also expressed that changes that are perhaps long overdue for staff will be further evaluated after the system affiliation with UT. • It is recommended that further discussions and a call for improvement on these topics should be paused until affiliation is underway and UT's policies and procedures have been put into place. As a reminder of what Alison (Chair Reed) said earlier, UT has acknowledged that staff is vastly under-compensated and will need to complete an analysis of salaries to determine a suitable plan. • We will discuss this topic further in future meetings as we still have some work to do.
<p>VIII. Executive Session</p>	<ul style="list-style-type: none"> a. Presidential search committee member election <ul style="list-style-type: none"> • Council representatives voted for Grace Romero to serve as the Presidential Search Committee member for staff.
<p>IX. Adjournment</p>	<p>Adjourn Time: 11:08 a.m.</p> <ul style="list-style-type: none"> • Motion by Representative Morton • Seconded by Representative Beck • Approved with no abstentions