

**Stephen F. Austin State University**  
**Staff Council Meeting Notes**  
**Monday, March 13, 2023**  
**10:00 a.m. – 10:17 a.m.**  
**McGee Business Building (Room 133) and Zoom**

**Attendees:**

<b>Attending Representatives</b>	<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"/> Ashley Cowart <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"/> Jordan Riley <input checked="" type="checkbox"/> Ken Morton <input checked="" type="checkbox"/> Amanda Kennedy <input checked="" type="checkbox"/> Nadia Sifuentes <input checked="" type="checkbox"/> Brandon Stringfield
<b>Not Present</b>	<input type="checkbox"/> Jennifer Crenshaw <input type="checkbox"/> Agatha Moreland

**Meeting Minutes**

Topic	Minutes
<b>I. Call to Order</b>	Time: 10:00 a.m.
<b>II. Roll Call</b>	Secretary Baily called roll. Individuals noted above were in attendance. No proxies.
<b>III. Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• Motion by Representative Beck</li> <li>• Seconded by Representative Morton</li> <li>• Approved with no abstentions</li> </ul>
<b>IV. Officer Reports</b>	<p>a. Chair – Alison Reed</p> <ul style="list-style-type: none"> <li>• Grateful for Staff Council and our accomplishments so far. Thanks to our representatives and those that have participated in/with this body. Because of these efforts, staff representation across campus has grown significantly. We are contacted almost weekly to ask for staff input/inclusion in conversations and to request staff representation on campus decision-making bodies. <ul style="list-style-type: none"> <li>○ Most recently, Staff Council was asked to attend the interview of our HR director. Three representatives were in attendance and asked questions (Chair Reed, Jennifer Crenshaw, and Agatha Moreland),</li> <li>○ Provost reached out to Staff Council requesting input/feedback on budgetary considerations,</li> <li>○ and appointed representatives to sit on Cabinet-level hiring committees (Chair-Elect, Grace Romero – new presidential search, Rep. Choya Coleman – new VPSA search)</li> </ul> </li> <li>• Staff Council has recently received numerous questions regarding the potential impacts of SFA's upcoming transition. Where updates are shared at each Council meeting, staff with specific questions are encouraged to reference the UT System proposal from October (found on the <a href="#">Staff Council website</a>), which directly</li> </ul>

addresses the top 20 staff questions regarding affiliation. If you still have questions, please email Staff Council at [staffcouncil@sfasu.edu](mailto:staffcouncil@sfasu.edu), comment online, or contact a Council representative.

- Looking ahead – we've invited John Wyatt (new official HR Director) to come in April to discuss potential changes to staff benefits, summer enrollment, vacation, etc. due to affiliation. Eager to join us, provided a tentative yes, as the dates when HR will be meeting with and discussing these questions with System support staff have not been set yet. Checking back at the end of March to confirm.

b. Chair-Elect – Grace Romero

- Reached out to the Project Manager for the Presidential search committee and she noted there were no timelines yet with the Spring Break timing of each institution. Once that timeline is known, I will share more.

c. Secretary – Meredith Baily

- Attended Faculty Senate. Dr. Smith spoke to the new budget cycle that is a change in our typical timeline for budget as we are working with UT to align with their budget cycle. Dr. Smith spoke about the two types of budget requests they are working on.
  - Capital requests which are now the LERR process categorized as equipment, computers, and furniture.
    - There were some questions and clarifications for this type of budgeting around the library and other materials especially around the cost of materials. The summation of the discussion was that the majority of materials would come at a cost, but it would be a significantly improved cost to what SFA pays now.
  - The Operational budget is due in May for review and will go to the system sometime in June.
    - The Provost spoke extensively about the mission critical focus for SFA around enrollment and supporting Enrollment Management with the new VP Dr. Lee Furbeck. Notably he mentioned that we have mission critical functions outside of Academic Affairs that must be considered and the University cannot function without other areas being funded and supported.
- Dr. Smith also noted the student to faculty ratio playing a large role in our long-term financial success. There are a multitude of initiatives to address this which will take time to achieve.
- Andrew Dies, Dean of Students and Assistant VP for Student Affairs spoke about the merger of the Student Code of Conduct & Academic Dishonesty Policies due to the UT system requirements. The work began in December to rewrite two large policies to be in line with the system with the rewriting on academic integrity that include new violations. Dies talked through the nuances of the resolution process and there were several questions. Notably, there will be an acknowledgement that students electronically submit every semester through collaboration with ITS and more communications to come at the time of transition.

d. Treasurer – Travis Killen

	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> <p>e. Parliamentarian – Lissy Turner</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
<b>V. Committee Reports</b>	<p>a. Executive Committee</p> <ul style="list-style-type: none"> <li>• Met to set the agenda</li> <li>• Discussed upcoming events</li> </ul> <p>b. Nominations &amp; Elections Committee</p> <ul style="list-style-type: none"> <li>• Nothing to report</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>• Going back to the translation network, there was a response from HR aiding in creating a confidentiality agreement. Any volunteer providing translation would need to sign the agreement. Working through the forms both for volunteering translation and for requesting translation. Hoping to close this out by May now that there is movement.</li> </ul> <p>e. Staff Recognition Committee</p> <ul style="list-style-type: none"> <li>• Working on the staff awards ceremony event.</li> <li>• Another round of President achievement awards in April</li> </ul> <p>f. Bylaws Committee</p> <ul style="list-style-type: none"> <li>• Met to discuss the membership section of the Bylaws relating to total number of representatives with the upcoming election season in mind. Council representatives to keep an eye out for the upcoming recommended changes and be ready to voice opinions/vote in the next meeting.</li> </ul>
<b>IX. Adjournment</b>	<p>Adjourn Time: 10:17 a.m.</p> <ul style="list-style-type: none"> <li>• Motion by Representative Cowart</li> <li>• Seconded by Representative Beck</li> </ul> <p>Approved with no abstentions</p>