

**Stephen F. Austin State University**  
**Staff Council Meeting Notes**  
**Monday, October 9, 2023**  
**10:00 a.m. – 11:12 a.m.**  
**McGee Business Building (Room 133) and Zoom**

**Attendees:**

<b>Attending Representatives</b>	<input checked="" type="checkbox"/> Chair: Grace Romero <input checked="" type="checkbox"/> Chair-Elect: Brittany Beck <input checked="" type="checkbox"/> Treasurer: Choya Coleman <input checked="" type="checkbox"/> Secretary: Emily Keller <b>Representatives</b> <input checked="" type="checkbox"/> Gina Ajero <input checked="" type="checkbox"/> Crystal Deckard <input checked="" type="checkbox"/> Sabrina Delaney <input checked="" type="checkbox"/> Ryan Dietrich <input checked="" type="checkbox"/> Erika Sanchez-Garza <input checked="" type="checkbox"/> Angela Harless <input checked="" type="checkbox"/> Heather Hawkins <input checked="" type="checkbox"/> Amanda Kennedy <input checked="" type="checkbox"/> Travis Killen <input checked="" type="checkbox"/> Tim Lewallen <input checked="" type="checkbox"/> Kenneth Morton <input checked="" type="checkbox"/> Ashley Schmidt <input checked="" type="checkbox"/> Shana Scott <input checked="" type="checkbox"/> Nadia Sifuentes <input checked="" type="checkbox"/> Leon Stefl <input checked="" type="checkbox"/> William Stelson <input checked="" type="checkbox"/> Brandon Stringfield <input checked="" type="checkbox"/> Craig Yates
<b>Not Present</b>	<input type="checkbox"/> Parliamentarian: Lissy Turner <input type="checkbox"/> Daniel Adame

**Meeting Minutes**

Topic	Minutes
<b>I. Call to Order</b>	Time: 10:00 a.m.
<b>II. Roll Call</b>	Secretary Keller called roll. No proxies were noted.
<b>III. Presentations</b>	<ul style="list-style-type: none"> <li>a. Mr. Tanner Boyd (Assistant General Counsel) <ul style="list-style-type: none"> <li>• SFA policy changes and transition to Handbook of Procedures (HOP) <ul style="list-style-type: none"> <li>i. Office of General Counsel <ul style="list-style-type: none"> <li>1. Office of three attorneys <ul style="list-style-type: none"> <li>a. Damon Derrick – Vice President and General Counsel</li> <li>b. Colleen Gallagher and Tanner Boyd – Assistant General Counsel</li> </ul> </li> <li>2. Our role: In-house counsel to the university <ul style="list-style-type: none"> <li>a. The university is our “client”</li> </ul> </li> <li>3. UT System Office of General Counsel <ul style="list-style-type: none"> <li>a. Around 30 attorneys; primarily in more niche areas of practice</li> <li>b. Additional layer of support for us and the campus</li> </ul> </li> </ul> </li> <li>ii. Handbook of Operating Procedures (HOP) Overview <ul style="list-style-type: none"> <li>1. Formally replaced SFA’s Policy Manual on September 1, 2023</li> <li>2. Three layers to know <ul style="list-style-type: none"> <li>a. Regents’ Rules and Regulations</li> <li>b. UT System Policy</li> <li>c. SFA HOPs</li> </ul> </li> <li>3. Review Schedule <ul style="list-style-type: none"> <li>a. Staggered 5-year review cycle (minimum)</li> <li>b. HOP may be requested to be reviewed at any point</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

4. Stakeholder Review Plan

- a. Broken out by the type of HOP being reviewed
- b. In general, the review process includes:
  - i. Proposed policy/edits
  - ii. Proper review plan
  - iii. HOP Committee
  - iv. Office of General counsel legal review
  - v. President
- c. Only presidential approval is required to modify
- d. See HOP 1-101 Handbook of Operating Procedures Administration for more details

iii. Question(s)

- 1. Lisa Balty: Can you go back to workflow and show where Staff Council has role in flow?
  - a. Chair Grace Romero: Just like Tanner explained, academic and student affairs pretty much follow the same chart. The stakeholder review plan for policies not related to educational matters requires review by all stakeholders within thirty (30) calendar days. Staff will have a voice in non-educational policy review plan. If any policy changes need to be made, I will reach out on Day 1 and let you know.

b. Ms. Kate West (Title IX Compliance Specialist)

- Title IX mandatory reporting
  - i. Texas Senate Bill 212 requires employees to submit report regarding:
    - 1. Sexual assault;
    - 2. Sexual harassment;
    - 3. Dating violence;
    - 4. Harassment
  - a. If you become aware of anything that could be related, you must submit a report, or you can be terminated for failure to report.

ii. Question(s)

- a. Representative Harless: Is there a statute of limitations?
  - i. Kate West: None that I am aware of. We can still offer support even if it has been a year or two.
  - ii. Representative Harless: Do any witnesses have to report as well?
  - iii. Kate West: Yes.
- b. Representative Lewallen: If you see something that requires you to call UPD, would you still be required to file a report, or rely on UPD?
  - i. Kate West: Yes, call UPD first. The Title IX reporting window is 48 hours. You must still submit the report.
- c. Representative Hawkins: If we witness something and

	<p>visit HR and know HR reported, do we still report?</p> <ul style="list-style-type: none"> <li>i. Kate West: Yes. You do have first-hand information, and that would be valuable to hear from you.</li> <li>ii. Representative Hawkins: Even if the supervisor has reported?</li> <li>iii. Kate West: Yes. If you have information, report first-hand.</li> </ul> <p>d. Representative Kennedy: Could you speak about even if you do have limited information?</p> <ul style="list-style-type: none"> <li>i. Kate West: Most people may not be given all the details. All the information you do have is something we would appreciate having. We can still do our part to preliminarily investigate it or connect to other parts.</li> </ul> <p>e. Representative Morton: Where do we draw a line on what is reportable or not reportable?</p> <ul style="list-style-type: none"> <li>i. Kate West: The Title IX Coordinator makes that decision on our end. We advise you to report anyway.</li> </ul> <p>c. Dr. Lee Furbeck (VP for Enrollment Management)</p> <ul style="list-style-type: none"> <li>• Strategic enrollment planning process <ul style="list-style-type: none"> <li>i. Not quick and easy process <ul style="list-style-type: none"> <li>1. Growing from current levels <ul style="list-style-type: none"> <li>a. Census date: 10,888 (everyone)</li> </ul> </li> <li>2. Steering committee will provide oversight for the process <ul style="list-style-type: none"> <li>a. Recruitment Counsel</li> <li>b. Retention Counsel</li> <li>c. Academic Program Delivery Counsel</li> <li>d. Marketing &amp; Communications Counsel</li> <li>e. Data Support Counsel</li> </ul> </li> </ul> </li> <li>ii. Question(s) <ul style="list-style-type: none"> <li>1. None</li> </ul> </li> </ul> </li> </ul>
<p><b>IV. Meeting Minutes</b></p>	<p>Posted minutes from the last meeting up for approval.</p> <ul style="list-style-type: none"> <li>• Motion to accept the minutes as written by Representative Morton</li> <li>• Seconded by Representative Harless</li> </ul> <p>Approved with no abstentions</p>
<p><b>V. Officer Reports</b></p>	<ul style="list-style-type: none"> <li>a. Chair – Grace Romero <ul style="list-style-type: none"> <li>• Fall welcome on 8/25</li> <li>• Presidential Search Advisory Committee</li> <li>• UT System Employee Advisory Council</li> <li>• Interim President Gina Oglesbee approved one-time gift to purchase polos</li> <li>• Executive Committee met weekly until workshop</li> </ul> </li> <li>b. Chair-Elect – Brittany Beck <ul style="list-style-type: none"> <li>• Faculty Senate meeting in September</li> <li>• Library subscriptions</li> <li>• Academic Affairs Policy Committee</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>c. Secretary – Emily Keller <ul style="list-style-type: none"> <li>• Meeting with outgoing Secretary, Meredith Baily, to transition into the new role</li> </ul> </li> <li>d. Treasurer – Choya Coleman <ul style="list-style-type: none"> <li>• Granted budget of \$2000 (same as last year) <ul style="list-style-type: none"> <li>○ Expenses for workshop: \$551.43 and current is \$1488.57</li> </ul> </li> </ul> </li> <li>e. Parliamentarian – Lissy Turner <ul style="list-style-type: none"> <li>• Unable to attend - No report</li> </ul> </li> </ul>
<b>VI. Committee Reports</b>	<ul style="list-style-type: none"> <li>a. Executive Committee <ul style="list-style-type: none"> <li>• Committee assignments</li> </ul> </li> </ul>
<b>VII. Unfinished Business</b>	<ul style="list-style-type: none"> <li>a. Voting to approve the 2023-2024 meeting calendar <ul style="list-style-type: none"> <li>• Motion to accept the calendar as written by Representative Stelson</li> <li>• Seconded by Representative Stefl</li> </ul> </li> </ul> <p>Approved with no abstentions</p>
<b>VIII. New Business</b>	<ul style="list-style-type: none"> <li>a. Representative Harless <ul style="list-style-type: none"> <li>a. What is the plan to address being understaffed, low salaries, and the need for new garbage trucks? <ul style="list-style-type: none"> <li>i. Lisa Balty: The staffing items are under review. I cannot speak about new equipment.</li> </ul> </li> </ul> </li> <li>b. Representative Delaney <ul style="list-style-type: none"> <li>a. Staff service award pins and pendants</li> </ul> </li> <li>c. Chair Grace Romero <ul style="list-style-type: none"> <li>a. The next meeting will be here in the same room. After the meeting adjourns, we will walk to the STEM Building for the group picture.</li> </ul> </li> </ul>
<b>IX. Adjournment</b>	<p>Approved with no abstentions</p> <ul style="list-style-type: none"> <li>• Motion to adjourn the meeting by Representative Morton</li> <li>• Seconded by Representative Scott</li> </ul>