

**Stephen F. Austin State University  
Staff Council Meeting Notes  
Monday, November 13, 2023  
10:00 a.m. – 11:31 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"/> Parliamentarian: Lissy Turner <input checked="" type="checkbox"/> Treasurer: Choya Coleman <input checked="" type="checkbox"/> Secretary: Emily Keller  <input checked="" type="checkbox"/> Daniel Adame <input checked="" type="checkbox"/> Gina Ajero <input checked="" type="checkbox"/> Crystal Deckard <input checked="" type="checkbox"/> Sabrina Delaney <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"/> Chair-Elect: Brittany Beck <input type="checkbox"/> Ryan Dietrich

**Meeting Minutes**

Topic	Minutes
<b>I. Call to Order</b>	Time: 10:00 a.m.
<b>II. Roll Call</b>	Secretary Keller called roll. Individuals noted above were in attendance. Richard Stobart served as a potential proxy for Angela Harless.
<b>III. Presentations</b>	<p>a. Ms. Gina Oglesbee (Interim President)</p> <ul style="list-style-type: none"> <li>• President’s Report <ul style="list-style-type: none"> <li>i. We will have a new Forestry &amp; Agriculture building. We are currently in the design and construction phase.</li> <li>ii. We have entered into the early design phase of replacing Kennedy Auditorium and Miller Science building.</li> <li>iii. Budget update <ul style="list-style-type: none"> <li>1. Enrollment target was not met</li> <li>2. Increased university services fee from \$83 to \$105 per semester credit hour</li> <li>3. We will not know about salary increases until the books are closed out.</li> </ul> </li> <li>iv. Questions <ul style="list-style-type: none"> <li>1. Representative Killen: Have there been any updates to the salary range document from 2012? <ul style="list-style-type: none"> <li>a. President Oglesbee: It is on the priority list, but there will be more to come.</li> </ul> </li> <li>2. Representative Delaney: Are there any updates on the presidential search? <ul style="list-style-type: none"> <li>a. President Oglesbee: We hope to have somebody here by May/June.</li> </ul> </li> </ul> </li> </ul> </li> </ul>

b. Chair Grace Romero: We hope to have somebody by the end of the spring semester.

3. Representative Harless: What are we doing about losing staff due to lack of raises?

a. President Oglesbee: Some departments have restructured. Until we assess where we are at, we do not have answers. We are trying to do what we can where we can't do monetary things.

4. Representative Yates: Is this regarding enrollment?

a. President Oglesbee: We will know full answer in January when students come back.

5. Representative Hawkins: What are we doing about retention?

a. President Oglesbee: Dr. Smith can help with this.

b. Dr. Lorenzo Smith (Provost and Executive Vice President of Academic Affairs)

- Unmet Needs Document

i. The document begins with what we are thankful for

ii. Expresses additional support for other areas outside of academic affairs

iii. Students focus on academic programs and financial aid

iv. We have a plan in four different areas

v. Includes references to the budget

vi. Includes unmet needs. Staff Council has the option to provide unmet needs.

vii. Questions

1. None

c. Mr. George Montgomery (Assistant Dean of Students)

- Getting Involved with Food Pantry

i. Pantry overview

1. All SFA students eligible

2. Pantry items

3. Pantry statistics

4. Tackle Hunger partnership with Eastern Kentucky University

5. Can donate on website

6. Future goals

ii. Questions

1. Representative Delaney: Where do students sign up?

a. Mr. Montgomery: There is a link online.

2. Representative Adame: Is there a shortage on food?

a. Mr. Montgomery: No shortage at this time.

3. Representative Scott: Is there talk about a basketball outreach?

a. Mr. Montgomery: The goal is to increase outreach.

4. Parliamentarian Lissy Turner: Are there any most needed items?

a. Mr. Montgomery: I can assess what we have and share what we may need.

5. Representative Deckard: Will students receive additional points for staying on campus over Thanksgiving Break?

a. Mr. Montgomery: Additional points will not be given, but we will assist students who need support.

	<p>d. Ms. Jessica Waguespack (Program Director of Student Wellness)</p> <ul style="list-style-type: none"> <li>• Lumberjack Wellness Network Wellbeing Certification <ul style="list-style-type: none"> <li>i. Purpose</li> <li>ii. Benefits</li> <li>iii. Timeframe</li> <li>iv. Completion requirements</li> <li>v. Questions <ul style="list-style-type: none"> <li>1. Representative Stefl: Will an email be sent out? <ul style="list-style-type: none"> <li>a. Ms. Waguespack: Yes.</li> </ul> </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 Delaney</li> <li>• Approved with no abstentions</li> </ul>
<p><b>V. Officer Reports</b></p>	<p>a. Chair – Grace Romero</p> <ul style="list-style-type: none"> <li>• Attended the President’s Leadership quarterly meeting on 10/19</li> <li>• Dr. Smith invited me to look at the blueprint Unmet Needs document and asked if Staff Council wants to contribute</li> <li>• Met with Gina Oglesbee about establishing Informal Translation Network</li> <li>• Will attend my first EAC meeting on 12/7 to give institutional updates, specifically on SB17</li> <li>• The Presidential Search Committee will meet again in mid-December</li> </ul> <p>b. Chair-Elect – Brittany Beck (Presented by Treasurer Coleman)</p> <ul style="list-style-type: none"> <li>• Faculty Senate update <ul style="list-style-type: none"> <li>○ October 11 meeting <ul style="list-style-type: none"> <li>▪ SB 17 &amp; 18</li> <li>▪ Dr. Smith discussed STARS program</li> </ul> </li> <li>○ November 8 meeting <ul style="list-style-type: none"> <li>▪ ORGS – Office of Research and Graduate Studies is looking at creating a more defined and definitive GRA process with appropriate deliverables</li> <li>▪ Looking at creating a graduate student group/organization that will potentially start in January</li> <li>▪ Working on enhancing grant writing</li> <li>▪ The Unmet Needs document has gone through the Deans and Chairs and will come to Faculty Senate before final drafts. This will be from the Provost to share the needs to the new President of the faculty.</li> </ul> </li> </ul> </li> </ul> <p>c. Secretary – Emily Keller</p> <ul style="list-style-type: none"> <li>• Attended OWLE (Organization for Women’s Leadership &amp; Equity) meeting <ul style="list-style-type: none"> <li>○ Parent Pantry</li> </ul> </li> </ul> <p>d. Treasurer – Choya Coleman</p> <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>• If you are going to miss meeting, please let the Parliamentarian know and who you are appointing as your proxy</li> </ul>

<b>VI. Committee Reports</b>	<ul style="list-style-type: none"> <li>a. Executive Committee <ul style="list-style-type: none"> <li>• We met to set the agenda and discuss today’s speakers</li> </ul> </li> <li>b. Nominations &amp; Elections Committee <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>c. Communications Committee <ul style="list-style-type: none"> <li>• Permanent suggestion boxes</li> <li>• The creation of an SFA Staff Council social media presence</li> <li>• The creation of a Communications Committee manual</li> </ul> </li> <li>d. Worklife Committee <ul style="list-style-type: none"> <li>• Objectives for the year <ul style="list-style-type: none"> <li>○ Salary grade ranges</li> <li>○ Employee compensation</li> <li>○ Merit raises</li> <li>○ Benefits</li> <li>○ Translation network</li> </ul> </li> </ul> </li> <li>e. Staff Recognition Committee <ul style="list-style-type: none"> <li>• Initiated action plan</li> <li>• Established roles and deadlines</li> <li>• Established goals and objectives</li> <li>• Discussed action items</li> </ul> </li> <li>f. Bylaws Committee <ul style="list-style-type: none"> <li>• No updates</li> </ul> </li> </ul>
<b>VII. Unfinished Business</b>	
<b>VIII. New Business</b>	<ul style="list-style-type: none"> <li>a. Informal Translation Network</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 Stefl</li> <li>• Seconded by Representative Morton</li> </ul> <p>Adjourn Time: 11:31 a.m.</p>