

Stephen F. Austin State University
Staff Council Meeting Notes
Monday, December 11, 2023
10:00 a.m. – 11:29 a.m.
McGee Business Building (Room 133) and Zoom

Attendees:

Attending Representatives	<input checked="" type="checkbox"/> Chair: Grace Romero <input checked="" type="checkbox"/> Chair-Elect: Brittany Beck <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"/> Ryan Dietrich <input checked="" type="checkbox"/> Erika Sanchez-Garza <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
Not Present	<input type="checkbox"/> Angela Harless

Meeting Minutes

Topic	Minutes
I. Call to Order	Time: 10:00 a.m.
II. Roll Call	Secretary Keller called roll. Individuals noted above were in attendance. No Proxies were noted.
III. Presentations	<p>a. Ms. Robin Johnson (Assistant Director for Publications and Design)</p> <ul style="list-style-type: none"> • UMC meets UT – A branding guide <ul style="list-style-type: none"> i. All markups shown today have been approved by the Steering Committee <ol style="list-style-type: none"> 1. Two Primary University marks 2. Two Secondary University marks 3. One-Line University mark 4. UT System mark 5. Business cards 6. Print letterhead 7. Electronic letterhead 8. Tablecloths 9. By the end of FY 2025, all wordmarks and logos within your designated areas will need to be updated. UMC advises each department to allocate budgetary resources accordingly. Changes encompass a broad spectrum of materials, including but not limited to letterhead, business cards, tablecloths, brochures, floor banners, as well as wall murals and signage. ii. Identity Standards Manual iii. Free services can be found at sfasu.edu/umc.

	<ul style="list-style-type: none"> iv. Items intended to promote or represent the university or its activities must be approved by the Division of University Marketing Communications. v. Certified Communicator Program – Register through myTraining <ul style="list-style-type: none"> 1. 10 modules total – foundations course, nine other marketing-related topics 2. Level 1: Requires completion of foundations course plus three others 3. Level 2: Level 1 plus completion of three additional 4. Level 3: Completion of all modules vi. Questions <ul style="list-style-type: none"> 1. Representative Beck: If we use one of the approved vendors, will the vendor automatically send the design to UMC? <ul style="list-style-type: none"> a. Ms. Johnson: That is correct. 2. Representative Coleman: If there is a logo that you find is not correct, how will you address that? <ul style="list-style-type: none"> a. Ms. Johnson: I will reach out to that department and let them know before I deny the graphic. 3. Representative Coleman: With the department logos, how will those be shared with the department? <ul style="list-style-type: none"> a. Ms. Johnson: Request using a Jira ticket, and we will share the approved logos. 4. Representative Coleman: How will nametags be addressed? <ul style="list-style-type: none"> a. Ms. Johnson: Those need to come through UMC as well. We will figure that process out. 5. Representative Hawkins: I did the foundations on Friday, and I believe it needs a little more work. I learned more today than I did Friday. <ul style="list-style-type: none"> a. Ms. Johnson: Thank you. A lot of this is new, so this will be added to the foundations course. 6. Representative Coleman: Do you have a complete list of all modules for Level 3? <ul style="list-style-type: none"> a. Ms. Johnson: We need to put a list of those on our website.
IV. Meeting Minutes	<p>Posted minutes from the last meeting up for approval.</p> <ul style="list-style-type: none"> • Motion to accept the minutes as written by Representative Stelson • Seconded by Representative Morton • Approved with no abstentions
V. Officer Reports	<ul style="list-style-type: none"> a. Chair – Grace Romero <ul style="list-style-type: none"> • Translation Network • Employee Advisory Council • President’s Communication on November 30 • Updates on the Presidential Search • Executive Session b. Chair-Elect – Brittany Beck <ul style="list-style-type: none"> • Nothing to report.

	<ul style="list-style-type: none"> c. Secretary – Emily Keller <ul style="list-style-type: none"> • We will not meet in January. Our next meeting will be February 12. d. Treasurer – Choya Coleman <ul style="list-style-type: none"> • Nothing to report. e. Parliamentarian – Lissy Turner <ul style="list-style-type: none"> • Attended Faculty Senate meeting. Dr. Smith discussed upcoming reviews and the faculty workload.
<p>VI. Committee Reports</p>	<ul style="list-style-type: none"> a. Executive Committee <ul style="list-style-type: none"> • Met to set agenda for today b. Nominations & Elections Committee <ul style="list-style-type: none"> • Nothing to report. c. Communications Committee <ul style="list-style-type: none"> • We are still waiting for plaques for permanent suggestion boxes to be placed around campus. • On the Staff Council social media account, we need to schedule a meeting with UMC. • No updates on the Communications Committee’s manual d. Worklife Committee <ul style="list-style-type: none"> • Our Interim Administration is actively working on a plan to address the Salary Grade Ranges, and may be in place before our new President is selected • Our recent 6% raise is taken into consideration when defining a midpoint for a grade range • Comparable job data from CUPA and other sources will be available in March. Not all jobs have a match in the survey. • If a manager is concerned about pay disparity and pay equity among employees, they should send an email to HR with specific supporting information like recruitment challenges and applicable market data. • Any additional funding must come from the department unless a funded pool is declared by the administration. • Positions that are restructured go through a Market Equity Review. • 86% of requests to pay over midpoint have been eligible and processed for exception. • Offers over midpoint are required to be reviewed by HR using an Exception Salary Request Form, which does not require approval from a Vice President • All recommendations are budget allowing • All jobs that are not approved above midpoint are because the finalist lacks minimum education, or experience is not directly related to the position. • We have policies in place that allow for merit raises. However, in practice, that has not been done without a campus-wide merit raise pool. • We are looking to launch a translation network in the spring with a welcome email, a new webpage process, and forms. e. Staff Recognition Committee <ul style="list-style-type: none"> • Reconfirmed Interim President Oglesbee’s availability on April 18th • Will be attending site meetings to determine location for event • We have a tentative list of needs versus wants for the Budget Committee that we will share once we learn what the shared contribution from the President’s Office will be

	<ul style="list-style-type: none"> • List of retirees and years of service will be collected beginning in February • Opening nominations in January. We will send out four different reminders. <p>f. Bylaws Committee</p> <ul style="list-style-type: none"> • We reached out to the Nominations & Elections Committee this morning regarding previous concerns about lengthening the time that the committee has to pull who is available, administer the vote, and get more involvement. We will hopefully be bringing potential bylaw changes to your attention in the future.
VII. Unfinished Business	<p>a. Translation Network</p> <ul style="list-style-type: none"> • All work is voluntary. There will be no monetary reward.
VIII. New Business	<p>a. Executive Session</p> <ul style="list-style-type: none"> • Motion to enter Executive Session by Representative Morton • Seconded by Representative Delaney • Motion to exit Executive Session by Representative Morton • Seconded by Representative Kennedy
IX. Adjournment	<p>Approved with no abstentions</p> <ul style="list-style-type: none"> • Motion to adjourn the meeting by Representative Delaney • Seconded by Representative Morton <p>Adjourn Time: 11:29 a.m.</p>