

**Stephen F. Austin State University**  
**Staff Council Meeting Notes**  
**Monday, April 8, 2024**  
**10:00 a.m. – 11:41 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"/> Parliamentarian: Lissy Turner <input checked="" type="checkbox"/> Treasurer: Choya Coleman <input checked="" type="checkbox"/> Secretary: Emily Keller  <input checked="" type="checkbox"/> Gina Ajero <input checked="" type="checkbox"/> Crystal Deckard <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"/> 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"/> Daniel Adame <input type="checkbox"/> Sabrina Delaney <input type="checkbox"/> Travis Killen

**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. Rebecca Galatas served as proxy for Sabrina Delaney. Kreg Mosier served as proxy for Travis Killen.
<b>III. Presentations</b>	a. CC Conn (Chair, Faculty Senate) <ul style="list-style-type: none"> <li>• Update on Ombuds Proposal to Incoming President <ul style="list-style-type: none"> <li>i. Solicited Proposal for SFA Ombuds Position <ol style="list-style-type: none"> <li>1. Proposal will be available to staff for feedback</li> <li>2. Send comments to CC directly</li> </ol> </li> <li>ii. Questions <ol style="list-style-type: none"> <li>1. Chair Romero: Are you asking Staff Council to use the document you have for feedback? <ul style="list-style-type: none"> <li>a. Presenter: Yes, and please email any edits or comments to me. I want to make sure everybody is comfortable with the document before going forward.</li> </ul> </li> <li>2. Representative Dietrich: Where will the document be located? <ul style="list-style-type: none"> <li>a. Chair-Elect Beck: I will put the document in Teams.</li> </ul> </li> <li>3. Representative Hawkins: Are you saying you will amend this to talk about Faculty Senate and Staff Council? <ul style="list-style-type: none"> <li>a. CC Conn: I am only speaking for Faculty Senate, but this position should represent faculty and staff. When I forward this to the president, I do not have the authority to speak for Staff Council.</li> </ul> </li> </ol> </li> </ul> </li> </ul>

4. Representative Stelson: Where would we look to recruit this position?
  - a. CC Conn: Our preference is that it be an external search. However, we do know that release time will sometimes be given to a faculty member to do this.
5. Chair Romero: Based on previous conversations, this is only for faculty. Where do we as staff fit in?
  - a. CC Conn: Many staff have expressed interest to have this position available to them. The document also states, "The Ombuds position must be available to both faculty and staff."

b. Clare Fite (Director, Counseling Services)

- New UT Mental Health Initiatives

- i. Crisis Resources

1. University Police Department
  - a. (936) 468-9111
2. Burke 24-Hour Crisis Hotline
  - a. 1-800-392-8343
3. National Suicide and Crisis Hotline
  - a. 988

- ii. HUB Services – Can call HUB and be routed to correct service

1. Counseling Services
2. Family Crisis Center
3. Health Services
4. Lumberjack Food Pantry
5. Student Outreach and Support
6. Student Wellness

- iii. Other Resources

1. TimelyCare
  - a. App.timelycare.com
2. Counseling Clinic
  - a. (936) 468-1041
3. Burke Mental Health Services
  - a. (936) 558-6200

- iv. Questions

1. Representative Hawkins: When will these resources roll out to staff and faculty?
  - a. Clare Fite: Our services only cover students. Our services do not translate over to staff. While we do not offer ongoing mental health services to faculty and staff, if you ever do not feel safe leaving somebody alone, my recommendation is to immediately walk them down to UPD or into our office, or call 988. 988 will triage, and that is our National Suicide Hotline. You can also call the Burke Mental Health Authority Hotline listed on Burke's website, or connect the individual with EAP services.

b. Treasurer Coleman: There is a comment in the chat from an HR representative to please have the employee call HR and we can help refer them to services.

c. Mark Scott (Assistant Director, Physical Plant)

- Keeping the Wheels Turning

i. What is Physical Plant?

1. Facilities Maintenance

a. Education and General Administration facilities primarily

b. Auxiliary facilities upon request

c. Facilities Maintenance includes the following:

- i. Electrician shop
- ii. Electronics shop
- iii. Custodial shop
- iv. HVAC shop
- v. Plumbing shop
- vi. Carpentry shop
- vii. Sign shop
- viii. Paint shop
- ix. Lock shop

2. Grounds maintenance

- a. Grounds crew
- b. Irrigation specialist
- c. Landscaping crew
- d. Arborist
- e. Heavy equipment operator

3. Special Services & Transportation

a. Special Services

- i. Event setups
- ii. Moving
- iii. Street/parking signs
- iv. Street/lot repair
- v. Sanitation/trash
- vi. Heavy equipment

b. Transportation

- i. Auto repair shop
- ii. Grounds equipment
- iii. Fleet management
- iv. Shuttles
- v. OTR busses
- vi. Motor pool

4. Central Stores & Receiving

a. Central Stores

- i. HUB purchasing
- ii. Bulk purchasing
- iii. Contract purchasing

b. Receiving

- i. Freight or bulk items only

5. Housing Operations

- a. Residence hall maintenance
- b. Residence hall custodial services
- c. AC repairs
- d. Washer/dryer repairs
- e. Stoves/microwaves
- f. Refrigerators
- g. Keys and access
- h. Furniture
- i. Summer camps

6. PPD Administration

- a. Work control
- b. Business operations
- c. Staff services
- d. New construction
- e. Space modification
- f. Design center
- g. Blueprint/plans management
- h. Elevator management
- i. Utilities management
- j. Facilities inventory
- k. Reporting
  - i. Capital projects
  - ii. State requirements

ii. Helpful Tips

1. Entering a work request is the first step to request service or maintenance.
  - a. Please enter FOP and give as much detail as possible.
  - b. If the need is urgent, call x3206 and let us know.
2. Report things you see that need to be repaired.
3. Communicate any special activities ahead of time.
4. Involve PPD in discussions or planning for events.
5. Consult PPD before making any type of space modifications in buildings or grounds area.

iii. Questions

1. Chair Romero: How can a group of students rent a vehicle?
  - a. Mark Scott: They call the PPD office or submit the Vehicle Request Form. It must be for official SFA business. The student must have driving and van certification.
2. Treasurer Coleman: If there is regular maintenance like a toilet seat, do we do this through AiM?
  - a. Mark Scott: Yes, and include all of the details such as location.
3. Representative Dietrich: What constitutes an emergency?
  - a. Mark Scott: If you have a situation where water is pouring out, or something will cause major damage, that is an emergency.

	<p>4. Treasurer Coleman: If there were requests for something related to accessibility, is that something we request through AiM? What about funding?</p> <p>a. Mark Scott: Yes, we would be involved. The Disability Services Office would also be involved. If it is new construction, that is part of the funding because it is required. If it is for an existing building, there isn't necessarily funding.</p>
<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 Stelson</li> <li>• Seconded by Representative Schmidt</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>• I have been involved with Staff Recognition Committee. Please plan for the Staff Appreciation Ceremony on April 18<sup>th</sup>.</li> <li>• I hope everybody had the chance to meet with Dr. Weaver and his wife last week.</li> <li>• On June 1<sup>st</sup>, the Nominations and Elections Committee will start working.</li> <li>• I will have my last meeting with Interim President Gina Oglesbee next Monday.</li> <li>• I will be giving my last presentation to the Leadership Cabinet later this month.</li> <li>• In terms of my collaboration with UT's Employee Advisory Council, Jeremy was able to attend. SFA was asked if we would like to host the UT Employee Advisory Council in June.</li> <li>• On April 23<sup>rd</sup>, I have been invited to sit on the HUB Committee to review policy.</li> </ul> <p>b. Chair-Elect – Brittany Beck</p> <ul style="list-style-type: none"> <li>• CC covered a lot of what I was going to talk about. I will upload that document into Teams with the @ everyone feature. Read the document in full before you start making any edits. Please get them to me by noon on Wednesday because they will be voting Wednesday afternoon.</li> </ul> <p>c. Secretary – Emily Keller</p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p>d. Treasurer – Choya Coleman</p> <ul style="list-style-type: none"> <li>• Other than anticipating some expenses for our Staff Recognition Committee, I have nothing to report.</li> </ul> <p>e. Parliamentarian – Lissy Turner</p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>
<p><b>VI. Committee Reports</b></p>	<p>a. Executive Committee</p> <ul style="list-style-type: none"> <li>• We met virtually to set the agenda for today's meeting and work on speakers.</li> </ul> <p>b. Nominations &amp; Elections Committee</p> <ul style="list-style-type: none"> <li>• We have been working with HR to get preliminary numbers for Nominations &amp; Elections in June.</li> <li>• We will be meeting before the next Staff Council meeting.</li> </ul> <p>c. Communications Committee</p> <ul style="list-style-type: none"> <li>• I have completed the University Marketing Certified Communicator classes. The next step is to briefly meet with UMC before kicking off social media accounts.</li> </ul> <p>d. Worklife Committee</p> <ul style="list-style-type: none"> <li>• We met last week to talk about the survey and the timeframe we had. We came up with a list of things we would like to present to Dr. Weaver when he arrives in May.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Adequate staffing</li> <li>○ Equitable pay</li> <li>○ Equipment and deferred maintenance</li> <li>○ Professional development</li> <li>○ Continue to evaluate and streamline processes</li> <li>○ Transparency and decision making</li> <li>○ Dr. Smith’s document does not adequately cover the needs of Staff Council.</li> </ul> <p>e. Staff Recognition Committee</p> <ul style="list-style-type: none"> <li>● We have notified the President’s Award recipients, and years of service and retiree recipients.</li> <li>● The plaques have been ordered for the President’s Award recipients.</li> <li>● Reception food and cake have been finalized.</li> <li>● We have scheduled a photographer.</li> <li>● We are getting final counts for pins/pendants and chairs.</li> <li>● We need to type out what we need on the big screens for the event.</li> <li>● The event will be on April 18<sup>th</sup> from 2-4pm.</li> </ul> <p>f. Bylaws Committee</p> <ul style="list-style-type: none"> <li>● No updates at this time.</li> </ul>
<b>VII. Unfinished Business</b>	a. Translation Network
<b>VIII. New Business</b>	<p>a. Needs Survey</p> <p>b. Social Ad hoc Committee</p>
<b>IX. Closed Session</b>	
<b>X. Adjournment</b>	<p>Approved with no abstentions</p> <ul style="list-style-type: none"> <li>● Motion to adjourn the meeting by Representative Hawkins</li> <li>● Seconded by Representative Dietrich</li> </ul> <p>Adjourn Time: 11:41 a.m.</p>