

Stephen F. Austin State University
Staff Council Meeting Notes
Monday, April 18, 2022
1:30 p.m. – 3:45 p.m.
McGee Business Building (Room 133) and Zoom

Attendees:

Attending Representatives	<input checked="" type="checkbox"/> Chair: Megan Weatherly <input checked="" type="checkbox"/> Chair-Elect: Alison Reed <input checked="" type="checkbox"/> Parliamentarian: Rebecca Galatas <input checked="" type="checkbox"/> Treasurer: Grace Romero <input checked="" type="checkbox"/> Secretary: Meredith Baily <input checked="" type="checkbox"/> Leiah Allen <input checked="" type="checkbox"/> Veronica Beavers <input checked="" type="checkbox"/> Brittany Beck <input checked="" type="checkbox"/> Sharon Brewer <input checked="" type="checkbox"/> Ryan Brown-Moreno <input checked="" type="checkbox"/> Heather Catton <input checked="" type="checkbox"/> Surry Consford <input checked="" type="checkbox"/> Jennifer Crenshaw <input checked="" type="checkbox"/> Jessica DeWitt <input checked="" type="checkbox"/> Denise Douglas <input checked="" type="checkbox"/> Stina Herrera <input checked="" type="checkbox"/> Veronica Herrera <input checked="" type="checkbox"/> Amanda Kennedy <input checked="" type="checkbox"/> Trina Menefee <input checked="" type="checkbox"/> Caleb Perkins <input checked="" type="checkbox"/> Alan Scott <input checked="" type="checkbox"/> Richard Stobart <input checked="" type="checkbox"/> Lissy Turner <input checked="" type="checkbox"/> Tierney Twigg <input checked="" type="checkbox"/> Mindy Wolbert
Not Present	<input type="checkbox"/> Angela Harless <input type="checkbox"/> Agatha Moreland <input type="checkbox"/> Mark Scott

Meeting Minutes

Topic	Minutes
I. Call to Order	Chair Weatherly called the meeting to order at 1:30 p.m.
II. Roll Call	Secretary Baily called roll. Individuals noted above were in attendance. Larry Reynard served as a proxy for Angela Harless.
III. Presentations	<p>a. Mr. John Branch (Interim Director, Physical Plant) Topic: Update on the work of the Campus Master Plan Committee</p> <ul style="list-style-type: none"> • At October 2021 Board of Regents meeting, discussion began about a Master Plan. • Rather than hire a firm, a plan is being developed by a cross-functional team of campus professionals that will suggest campus improvements. The team was established in December 2021 by Interim VPFA Judi Kruwell. Goal is to create a campus master plan and to treat it as a “living document.” • Committee conducted extensive tours of campus facilities to assess usage and needs. Mr. Branch shared examples on campus (images) for items that need repair or replacement such as walkways, signs, HVAC, etc. • Campus Space Utilization Strategy completed by Facility Programming and Consulting (FP&C) used as a roadmap in space development on campus. (The previous master plan and the 2018 FP&C study are available on the VPFA website.) • In its April 5 meeting, the Cabinet discussed Legislative Appropriations Requests. General consensus that we need infrastructure upgrades. • Committee will make recommendations to Cabinet, which will move approved recommendations to the Board. Next steps involve administrative decisions. • Questions <ul style="list-style-type: none"> ○ Chair Weatherly: Asked Mr. Branch to explain LARs and clarify the difference between deferred maintenance and an overhaul. <ul style="list-style-type: none"> ▪ LAR (Legislative Appropriations Request): Texas legislature meets every two years. (Next session is 2023.) Funding for large

requests may be approved. SFA wants to submit requests in a robust, well-planned package. For 2023, want to ask for LAR to address deferred maintenance. Anticipate addressing funding needs for renovation of library in 2025 session. Determined our process needs to be adjusted for earlier planning.

- Currently, campus deferred maintenance totals about \$234M. This is in line with our peers.
- Representative DeWitt noted that in the past, SFA had \$3-4M in deferred maintenance per year. PPD prioritized what had to be addressed. In last two years, deferred maintenance took a bit of a backseat to classroom updates. Previously, our approach to deferred maintenance was more short-term; committee is trying to change this to be more holistic and long-term.
- HEF (Higher Education Fund) are awarded by the state each session and are used to pay for capital items.
- Representative Allen: From a safety perspective, as these committee becomes aware of changes in buildings (e.g. doors being blocked off), can it make appropriate departments aware?
 - We will work on this.
- Representative Perkins: This process was previously handled by outside entities. How are you accounting for bias of committee members in this process?
 - Committee has broad representation from around campus.
 - Committee is utilizing reports (e.g. previous master plan, FP&C study) from outside entities.
- Parliamentarian Galatas: How many members are on the committee?
 - 19
- Chair Weatherly: Any plans for architectural study for renovation of the library?
 - This recommendation has been made to Cabinet. By October, we should be ready to proceed with hiring an architect in order to prepare for 2025 LAR. May package LAR for Library with McKibben.
- Chair Weatherly: Please share how feedback is gathered from the people in the spaces regarding potential changes.
 - Not there yet. Committee identified areas that were not adequately used.
 - Will bring in professionals to sit down with constituent groups to gather feedback.

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

Topic: Shared governance document

- Here today to inquire about the possibility or interest in modifying the shared governance document. Asked for feedback on the shared governance process and how it has been working as of late.
 - Chair Weatherly provided context to audience that the shared governance document stipulates that stakeholder groups review it in

the spring term.

- Chair Weatherly: While we are pleased with our new seat at the table, there is some frustration that the shared governance is not consistently used in decision making. While shared governance is improving, there is still room for improvement in making sure all parties are involved and have a voice at the table. Often feel we are brought to the table too late in the discussions.
- Although shared governance should not be used in every decision, we could perhaps determine what scenarios/type of instances and to what extent shared governance should be engaged.
 - Representative DeWitt: When the shared governance process is not appropriate due to sensitivity of topic, lack of information, etc., it would be helpful to know why it was not thought that shared governance was appropriate.
 - Chair-Elect Reed: Emphasizes the importance of timing and when staff are included in conversations. Would like to see staff included at the onset of conversations rather than as an afterthought, after a decision is made, or at the conclusion of discussion.
 - Chair Weatherly: Direct examples were changes to Employee Wellness Program, Faculty and Staff Breakfasts, and LEAP. The timing and communications are critical in these examples.
- c. Mr. Brandon Stringfield (Chief Information Security Officer) and Ms. Kay Johnson (Executive Director of Finance and Administrative Services)
Topic: Update on the work of the Training Curriculum Task Force
 - Committee was tasked to examine all required trainings (especially compliance trainings) and how to make it easier for faculty and staff to know what trainings are needed, complete them on time. Also tasked with devising a training schedule; centralizing training completion information for managers; review existing trainings for consolidation, revision, or elimination; and developing a standard curriculum format for all required trainings.
 - New employee training will still be required, and some trainings will remain as part of that.
 - Committee recommends a training calendar where all required trainings must be completed in October and any others in the month of February. New employees will be required to retrain during these months.
 - Trying to compress training times.
 - Potential enhancements: offerings of a biannual in-person training day for all trainings offered, opportunities to test out, and a single training system.
 - October required trainings for all employees: EEO, Title IX, ethics, FERPA, property, IT security awareness, IT risks of social media sharing. February trainings: p-card, Purchasing 101, receipts. On-demand trainings would run throughout the year and be required prior to access/authorization.
 - Committee is trying to consolidate similar trainings.
 - Questions
 - Representative Menefee: When training opens, how long do we have to complete it?
 - 30-45 days

	<ul style="list-style-type: none"> ○ Representative Allen: UPD has a state-mandated security training. Can we get credit for that in place of IT security training? <ul style="list-style-type: none"> ▪ Would require discussion. ○ Representative Beck: For departments for which October is a heavy month, can they get an extension? <ul style="list-style-type: none"> ▪ Timeline of 45 days would push into desired time frame. Completion dependent on managers. ▪ Will have an exceptions process. ○ Treasurer Romero: How can we as managers keep track of training of our employees? <ul style="list-style-type: none"> ▪ Expanded functionality in Cornerstone will provide for this for faculty and staff. Working on a solution for student employees. ○ Representative Kennedy: Why October? <ul style="list-style-type: none"> ▪ From a reporting stance, it is late enough in fiscal and calendar years to accommodate many new hires. Looked at all other options; every month has complications. ○ Representative V. Herrera: When will the in-person trainings be offered? <ul style="list-style-type: none"> ▪ Hope to offer this in the spring but definitely next fall. ○ Chair Weatherly: When we transition roles on campus, there is not a process that informs you what new trainings are needed for the new position. Can this be addressed? <ul style="list-style-type: none"> ▪ Next target for committee is addressing process related to position-based training.
<p>IV. Meeting Minutes</p>	<p>Motion by Representative DeWitt to approve February 28 meeting minutes as written. Second by Representative Consford. Motion by Representative Beck to approve March 14 meeting minutes as written. Second by Representative Menefee. Unanimous vote to approve both sets of minutes. No abstentions.</p>
<p>V. Officer Reports</p>	<p>a. Chair – Megan Weatherly</p> <ul style="list-style-type: none"> • In February, several constituents asked about the return of the monthly Directors’ Forum. Forum originally began in VPFA and expanded during COVID to all divisions. Asked Judi Kruwell (Interim VPFA) and Jeremy Higgins (former facilitator of the forum) for forum to return. Both agreed. • Chair Weatherly and Chair-Elect Reed met with Dr. Gordon on March 25. Discussed Council’s letter of support for 6% salary raises, concerns about LEAP changes (namely two-course-per-semester limit), and status of faculty/staff wellness program return. Also discussed his thoughts on raw data of the Campus Climate Survey. Council will invite Dr. Delaney-Fields to June or August meeting to discuss further. • University Budget Council made recommendations on new budget requests and Legislative Appropriations Requests. • Served as Staff Council representative at VPFA search committee. Committee was in the middle of first-round interviews when Board appointed Gina Oglesbee as VPFA. Executive Committee again sat through all of the Board meeting. • Chair Weatherly and Chair-Elect Reed met with Dr. Westbrook in April. He does plan

	<p>to meet with Staff Council as soon as his schedule allows. His first priority is getting up to speed on campus events and climate. Noted his first concern is compensation.</p> <p>b. Chair-Elect – Alison Reed</p> <ul style="list-style-type: none"> • Faculty Senate met April 13. Dr. Smith presented. Highlights: <ul style="list-style-type: none"> ○ Dr. Smith asked faculty if there was a desire for a faculty/staff ombudsperson for Academic Affairs. Senators heartily supported idea. ○ Dr. Smith shared that 6% raise request came from cost-of-living adjustment. ○ Senators were disappointed LEAP revisions never came to faculty. Significant concerns regarding LEAP and graduate students. ○ Faculty Senate voted not to make a statement on Dan Patrick’s statements about eliminating tenure. Instead, will reach out to legislators as individuals. • Lumberjack Innovation Team has not met since last meeting, but there is a meeting coming up in April. <p>c. Secretary – Meredith Baily</p> <ul style="list-style-type: none"> • No report. <p>d. Treasurer – Grace Romero</p> <ul style="list-style-type: none"> • No report. <p>e. Parliamentarian – Rebecca Galatas</p> <ul style="list-style-type: none"> • No report.
<p>VI. Committee Reports</p>	<p>a. Executive Committee</p> <ul style="list-style-type: none"> • Chair Weatherly reporting. • Committee met April 7 to discuss the proposed bylaws changes, LEAP changes, updates from each committee, and to set agenda. <p>b. Nominations & Elections Committee</p> <ul style="list-style-type: none"> • Representatives Crenshaw and Kennedy reporting. • For every 25 employees, there is one representative on Staff Council. On June 1, HR will pull a list of employees, and we will know then how many seats will be apportioned to each EEO category and thus how many seats will be open to be filled. Information on EEO categories is available on the Staff Council website; constituents can look up your EEO category in mySFA. • Announcements regarding nominations and elections will aim to reach all of campus. • Individuals can nominate themselves or others. The committee will confirm eligibility, and contact candidates to confirm acceptance/denial of nomination. • Elections will be held in July and will span two work weeks. • Representative Menefee: Are individuals limited to nominating colleagues only in their EEO category? <ul style="list-style-type: none"> ○ Representative Crenshaw: No. You can nominate across EEO categories but can only vote within your category. <p>c. Communications Committee</p> <ul style="list-style-type: none"> • Representative A. Scott reporting. • Executive Committee tasked Communications Committee with determining the best way for representatives to communicate to all constituents in a category. (e.g. How should the 13 Category 30 representatives communicate to the Category 30 staff?)

This issue is complicated, and the committee debated multiple options.

- Proposal: Have a single point of contact responsible for messaging but include all of that category's representatives in the signature, along with their contact information and the link to the digital Staff Council Comments and Suggestions Form (which allows for anonymous feedback).
- Need input on how to determine each category's point of contact.
- Representative DeWitt: Could we structure the Communications Committee with at least one person from each category to serve and that person is the communications person for that category?
- Representative Crenshaw: I prefer not to be copied on something if it is something I do not need to answer.
- Representatives discussed determining category points of contact by lottery, Communications Committee membership, volunteer basis, etc.
- Committee looked into using Teams to communicate with all staff. This option has benefits but many challenges.
 - Teams has the potential to create concerns related to privacy.
 - Consider creating a direct Teams chat rather than an all-staff forum.
- Committee is working with Nominations & Elections Committee to craft communications about elections.

d. Worklife Committee

- Representative Brown-Moreno reporting.
- Committee has been tasked to find ways to support employees for whom English is not the first language. Committee is looking into what other universities do and considering options for volunteers to be part of a translation network.

e. Ad-Hoc Committee (Staff Service & Retirement Awards)

- Representative Brewer reporting.
- Reminds all that the Staff Service and Retirement Awards ceremonies are Tuesday and Wednesday at the Cole Art Center. If you are being recognized for service or retirement, you should have gotten an invitation. There are two ceremonies because we are making up for COVID years.

f. Ad-Hoc Committee (Bylaws)

- Parliamentarian Galatas reporting.
- Committee has representation from each EEO category.
- Committee reviewed proposed changes to bylaws.
 - Discussion of proposed change to Article IV, Section D, item 3 (attendance).
 - Representative S. Herrera: Expressed concern over the ability to attend entire meetings when meetings can run longer than a set time and the inconvenience for those who leave for the day at 4, are hourly employees, etc. Questioned whether comp time could be applicable and if the entirety statement is necessary.
 - Chair Weatherly: Concern has been expressed about representatives not being present and thus constituents being underrepresented.
 - Chair-Elect Reed: Noted Executive Committee discussed these very points in depth.
 - Representative Crenshaw: Inquired whether representatives might

	<p>be leaving early due to job demands due to understaffing or if they do not have support to attend Council meetings in their entirety.</p> <ul style="list-style-type: none"> ▪ Representative A. Scott: If family life is a concern in the afternoons, can we look at another meeting time? ▪ Representative Consford: We also need to consider emergency concerns. ▪ Chair Weatherly: Noted that other Councils have items in their bylaws addressing these concerns and that we might look to those. <ul style="list-style-type: none"> ○ Discussion of proposed changes to Article IV, Section F, Item 2 (vacancies). <ul style="list-style-type: none"> ▪ No discussion ○ Discussion of proposed changes to Article VII, Section C, Item 2 (Nominations & Elections Committee chair). <ul style="list-style-type: none"> ▪ No discussion ○ Discussion of proposed changes to Article VIII, Section A, Item 2b (agenda). <ul style="list-style-type: none"> ▪ Representative DeWitt: Can we clearly identify it is a hot topic squeezed into the agenda? ▪ Chair Weatherly: Yes. ▪ Representative DeWitt: Given the pace of changes on campus, an allowance is more than warranted.
VII. Old Business	<ul style="list-style-type: none"> a. Update on EAP RFP <ul style="list-style-type: none"> • Representative DeWitt: Committee met and there were two primary firms up for consideration. Committee unanimously supported going with the UT EAP. The quantity of experience and specific experience within higher education was a strong impetus for selection. John Wyatt is bringing to Cabinet for recommended selection.
VIII. New Business	<ul style="list-style-type: none"> a. Review of shared governance document <ul style="list-style-type: none"> • No recommendations for change. • Motion by Representative Consford to approve shared governance document as written for another year. • Seconded by Representative Beck. • Unanimously approved. No abstentions. b. Bylaws amendments¹ <ul style="list-style-type: none"> • Proposed changes to Article IV, Section D, item 3: Representative DeWitt motioned to table proposed change and send back to committee to address points raised in earlier discussion. Seconded by Representative Wolbert. Motion passed. No abstentions. • Proposed changes to Article IV, Section F, Item 2: Representative Allen motioned to approve changes as presented. Seconded by Representative Stobart. Motion passed unanimously. No abstentions. • Proposed changes to Article VII, Section C, Item 2: Representative Beck motioned to approve changes as presented. Seconded by Representative Consford. Motion passed unanimously. No abstentions. • Proposed changes to Article VIII, Section A, Item 2b: Representative Allen motioned to approve changes as presented. Seconded by Representative Douglas. <ul style="list-style-type: none"> ○ Discussion: Representative DeWitt: Request that if agenda item is added after the ten-day deadline, it be identified as such on the agenda. This can

¹ All proposed bylaws language is included at the end of these minutes.

	<p style="text-align: center;">be a procedural change and not included in the bylaws.</p> <ul style="list-style-type: none"> ○ Motion passed unanimously. No abstentions. <p>c. Statement related to LEAP</p> <ul style="list-style-type: none"> • Representative Brewer: Discussions regarding LEAP are underway today. • Representative Crenshaw: Will there be enough time between our June meeting and the July Board of Regents meeting for changes to this policy? • Representative Dewitt: Suggests we request an update from someone at the Cabinet level prior to the submission policy deadline. <p>Reminder: Staff Service and Retirement Awards Ceremonies are Tuesday and Wednesday. Next Council meeting is June 13.</p>
IX. Adjournment	<p>Representative Stobart motioned to adjourn. Seconded by Representative Crenshaw. Motion passed unanimously. Meeting adjourned at 3:45 p.m.</p>

Proposed Bylaws Changes

Original Language

- IV. Membership
 - D. Duties and Expectations
 - 3. Representatives will attend meetings of the Council, accruing no more than two absences at meetings of the whole per term year.

Proposed Language

- IV. Membership
 - D. Duties and Expectations
 - 3. Representatives will attend meetings of the Council in their entirety.
 - 4. Representatives will accrue no more than two absences at meetings of the whole Council per term year.

Original Language

- IV. Membership
 - F. Vacancies
 - 2. A vacancy that occurs shall be filled by the alternate for that EEO category within 30 days of the date of the vacancy. The alternate will fill the position until the next election cycle. The Executive Committee shall refer to the list of eligible alternates in order to fill the vacancy. (See Article VI, Section C.) If no alternate is available or if the alternate does not wish to serve, the Staff Council will appoint (by majority vote) a willing individual from within the same EEO category to serve until the next election cycle.

Proposed Language

- IV. Membership
 - F. Vacancies
 - 2. A vacancy that occurs shall be filled by the alternate for that EEO category within 30 days of the date of the vacancy. The alternate will fill the position for the remainder of the original representative's term. The Executive Committee shall refer to the list of eligible alternates in order to fill the vacancy. (See Article VI, Section C.) If no alternate is available or if the alternate does not wish to serve, the Staff Council will appoint (by majority vote) a willing individual from within the same EEO category to serve until the next election cycle.

Original Language

- VII. Committees
 - C. Standing
 - 2. Nominations and Elections
 - b. Committee chair is named by the Staff Council Chair and cannot be running for any office. Chair is responsible for providing a record of all

activities of the committee and for reporting on the committee's work at Council meetings.

Proposed Language

VII. Committees

C. Standing

2. Nominations and Elections

b. Committee chair is named by the Staff Council Chair. Chair is responsible for providing a record of all activities of the committee and for reporting on the committee's work at Council meetings.

c. If the committee chair chooses to run for an officer position, he/she/they must recuse themselves from the officer election process.

Original Language

VIII. Meetings

A. General Meetings

2. Agenda

b. Representatives may request to add items to the agenda by submitting the item to the Executive Committee ten business days before the meeting date.

Proposed Language

VIII. Meetings

A. General Meetings

2. Agenda

b. Representatives may request to add items to the agenda by submitting the item to the Executive Committee ten business days before the meeting date. Executive Committee can add items to the agenda if necessary to provide for the Council's timely consideration of matters.