

Stephen F. Austin State University
Staff Council Meeting Notes
Monday, June 10, 2024
10:00 a.m. – 11:02 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"/> 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"/> 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"/> Leon Stefl <input checked="" type="checkbox"/> Brandon Stringfield <input checked="" type="checkbox"/> Craig Yates
Not Present	<input type="checkbox"/> Daniel Adame <input type="checkbox"/> Amanda Kennedy <input type="checkbox"/> Nadia Sifuentes <input type="checkbox"/> William Stelson

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. Larry Reynard served as proxy for William Stelson.
III. Presentations	<p>a. Shannon Bowman (Makerspace Librarian, Lumberjack Learning Commons)</p> <ul style="list-style-type: none"> • Makerspace Overview: Everybody is welcome <ul style="list-style-type: none"> i. Available equipment ii. Equipment certification iii. Charge for materials, except for class projects iv. Can have events in Makerspace v. Questions <ol style="list-style-type: none"> 1. Chair Romero: Do you have to have an appointment, or can we just show up? <ol style="list-style-type: none"> a. Shannon: Yes, you can just come and get certified to use equipment. 2. Representative Schmidt: Will you continue holding specialty classes? <ol style="list-style-type: none"> a. Shannon: Yes, we hold specialty classes such as soap making, and these will continue. 3. Representative Hawkins: How do I pay without a P-card? <ol style="list-style-type: none"> a. Shannon: We accept credit cards and Apple Pay. 4. Representative Lewallen: Another option is to provide your own materials. <ol style="list-style-type: none"> a. Shannon: We are actually moving away from letting people bring in their own materials.

- b. Heather Catton (Director, Office of International Programs) and Inés Maxit (Coordinator, Office of International Programs)
- Explore the World at SFA
 - i. New location in library
 - ii. Our aim is to be a hub for the SFA community to:
 - 1. Learn about the world
 - 2. Be inspired to travel for a first-hand experience
 - 3. Meet someone new
 - iii. Study Abroad & International Students
 - 1. Faculty-led, exchange, and independent programs
 - 2. Recruitment, admissions, services
 - 3. Outreach and integration: global gateways, international ambassadors, cultural activities
 - iv. 2024 in numbers
 - 1. 8 events, 265 attendees
 - 2. 9 faculty-led programs (3 new programs)
 - 3. 175 students and 2 staff members studying abroad
 - 4. 8 staff members on a grant-funded trip to Riga, Latvia
 - 5. 3 students attending the 12th University Scholars Leadership Symposium at the UN Conference Centre in Bangkok, Thailand
 - v. Study abroad: It takes a village!
 - 1. Faculty
 - 2. Academic advisors
 - 3. Financial aid
 - 4. Student Business Services
 - 5. Admissions
 - 6. SAIR
 - 7. CCPD
 - vi. On campus events
 - 1. Global Gateways
 - 2. Cultural Presentations
 - 3. Involvement Days
 - vii. You are welcome to join!
 - 1. Attend our events
 - 2. Meet our international students
 - 3. Help us reach out to potential study abroad candidates
 - 4. Plan an event with us
 - viii. Questions
 - 1. Representative Morton: If Outdoor Pursuits wants to plan an international trip, do we go through your office or on our own?
 - a. Heather: If it is a trip that is linked to a course, it would be study abroad. If not, we are happy to support as we can, but it does not have to officially be a study abroad.
 - 2. Representative Beck: Are we planning to continue the grant program?
 - a. Heather: That grant is ending. But we would love to have staff join a faculty-led program.

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 Morton • Seconded by Representative Delaney • Approved with no abstentions
V. Officer Reports	<ul style="list-style-type: none"> a. Chair – Grace Romero <ul style="list-style-type: none"> • Meeting with President Dr. Weaver <ul style="list-style-type: none"> ○ Staff Priorities Document ○ New salary range schedule • Focus group with Budget Office, Procurement, and Student Business Services • Friday event at Campus Recreation • I will be attending the Employee Advisory Council summer meeting in Southwestern Dallas <ul style="list-style-type: none"> ○ System updates ○ Officer elections ○ Board of Regents presentation b. Chair-Elect – Brittany Beck <ul style="list-style-type: none"> • Look at the responsibilities of each position to apply to run for a position. • Starting in the fall, I will also serve on UTS Advisory Committee. c. Secretary – Emily Keller <ul style="list-style-type: none"> • Nothing to report. d. Treasurer – Choya Coleman <ul style="list-style-type: none"> • Expenses are coming from HR for certificates for recipients who did not attend Staff Awards. • Keep in mind updated end-of-year deadlines. e. Parliamentarian – Lissy Turner <ul style="list-style-type: none"> • We did receive an official request to review the attendance policy in the bylaws.
VI. Committee Reports	<ul style="list-style-type: none"> a. Executive Committee <ul style="list-style-type: none"> • We met to discuss presenters and create the agenda. b. Nominations & Elections Committee <ul style="list-style-type: none"> • The nomination period opens today, June 10th, and runs through June 26th. We extended it longer than in the past due to the holiday. Nominations can be submitted online through the Staff Council website. There are multiple boxes to submit physical nominations. • We did receive the report from HR, which we will review later. c. Communications Committee <ul style="list-style-type: none"> • Nothing to report. d. Worklife Committee <ul style="list-style-type: none"> • Nothing to report. e. Staff Recognition Committee <ul style="list-style-type: none"> • Nothing to report. f. Bylaws Committee <ul style="list-style-type: none"> • I started looking at other UT institution Staff Council attendance bylaws. So far, ours are consistent, but I will continue to look into this.
VII. Unfinished Business	

VIII. New Business	
IX. Closed Session	
X. Adjournment	Approved with no abstentions <ul style="list-style-type: none">• Motion to adjourn the meeting by Representative Stefl• Seconded by Representative Killen Adjourn Time: 11:02 a.m.