

**Stephen F. Austin State University**  
**Staff Council Meeting Notes**  
**Monday, July 15, 2024**  
**10:00 a.m. – 10:58 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"/> Sabrina Delaney <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"/> 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"/> Ryan Dietrich <input type="checkbox"/> Erika Sanchez-Garza <input type="checkbox"/> Amanda Kennedy <input type="checkbox"/> Nadia Sifuentes

**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. No Proxies were noted.
<b>III. Presentations</b>	<p>a. Craig Turnage (Executive Director) and Amber Lindsay (Assistant to the Executive Director) Alumni Association</p> <ul style="list-style-type: none"> <li>• About SFA’s Alumni Association <ul style="list-style-type: none"> <li>i. Who the Alumni Association Is <ol style="list-style-type: none"> <li>1. Total Alumni Living: 119,665</li> <li>2. In Texas: 100,777</li> <li>3. Outside of Texas: 18,888</li> </ol> </li> <li>ii. How We Are Funded <ol style="list-style-type: none"> <li>1. Donations/Memberships</li> <li>2. Fundraising/Events</li> <li>3. SFA Payroll</li> <li>4. Interest/Reimbursements</li> </ol> </li> <li>iii. What the Alumni Office Does <ol style="list-style-type: none"> <li>1. Build the university’s brand through alumni advocacy</li> <li>2. Keep alumni informed</li> <li>3. Enhance career development</li> <li>4. Expand the enrollment pipeline</li> <li>5. Grow student involvement through TAG Program and the Big Dip</li> </ol> </li> </ul> </li> </ul>

- iv. Social media
- v. How Can You Help?
  1. Recruit students/Join the Association
  2. Buy a brick/Attend events
  3. Follow us on social media/Become a sponsor
- vi. No questions

b. Choya Coleman (Project Analyst) Information Technology Services

- PMO and MySFA

- i. The PMO Team

- ii. What We Do

- 1. Business Process Analysis (BPA)
    - 2. Software Implementation
    - 3. Custom Programming
    - 4. Committee Facilitation
    - 5. Training
    - 6. Electronic Accessibility Coordinator (EAC)

- iii. Software Project Management

- 1. Align SFA and vendor teams to the project goals, plan, needs, and expectations through various methods

- iv. MySFA

- 1. New platform

- a. Sunset previous platform driving the timing to find and implement a new software
      - b. RFP committee selection of platform

- 2. Redesigned content

- a. Content focus to drive towards an outcome and ease to find what is most used
      - b. New capability allowing for use of icons and dynamic content
      - c. Focus groups driving placement and ease of use

- 3. Phased rollout

- a. Desktop with redesign
      - b. Feedback and metric driven improvements
      - c. Mobile app with Guest content

- 4. MySFA Layout

- a. Student persona
      - b. Future Lumberjack
      - c. Dual credit
      - d. Employee persona
      - e. Faculty
      - f. Advisor
      - g. Retiree

- 5. Employee persona

- a. Personalized content
      - b. Device type page views
      - c. Personal menu
      - d. Search
      - e. Role driven content

	<ul style="list-style-type: none"> <li>f. Notifications</li> <li>g. Calendar display</li> <li>h. Icons</li> <li>i. Link lists</li> <li>j. Image cards</li> <li>k. Quick navigation</li> <li>l. Expand or hide content</li> <li>m. Carousels</li> </ul> <p>6. Feedback and Help Buttons</p> <p>7. Access the Help Desk at Help.sfasu.edu</p> <p>v. Questions</p> <ul style="list-style-type: none"> <li>1. Representative Stefl: Everybody has said it is great.</li> <li>2. Representative Morton: If we are looking at getting a new software for vendors in the Rec Center, would somebody in your team be available to join those vendor presentations? <ul style="list-style-type: none"> <li>a. Choya: Yes, you can submit a project proposal. We can sit in on vendor demos as well.</li> </ul> </li> </ul>
<b>IV. Meeting Minutes</b>	<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 Stelson</li> <li>• Approved with no abstentions</li> </ul>
<b>V. Officer Reports</b>	<ul style="list-style-type: none"> <li>a. Chair – Grace Romero <ul style="list-style-type: none"> <li>• Employee Advisory Council meeting update</li> <li>• Met with Dr. Weaver on July 9<sup>th</sup></li> <li>• Will be attending HOPS Committee to review several policies on July 19<sup>th</sup></li> <li>• August 19<sup>th</sup> is the Fall Welcome from the President</li> <li>• Benefits Annual Enrollment period</li> </ul> </li> <li>b. Chair-Elect – Brittany Beck <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>c. Secretary – Emily Keller <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>d. Treasurer – Choya Coleman <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>e. Parliamentarian – Lissy Turner <ul style="list-style-type: none"> <li>• During the Closed Session, we will call to vote on a representative who has been absent more than the allotted time.</li> </ul> </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 up the agenda for this meeting.</li> </ul> </li> <li>b. Nominations &amp; Elections Committee <ul style="list-style-type: none"> <li>• Representative nominations ran through June 26<sup>th</sup></li> <li>• Per the HR consensus, we gained four seats. Eight representatives are rolling off, so we need twelve seats filled.</li> <li>• Elections will be held July 29<sup>th</sup> through August 2<sup>nd</sup>.</li> </ul> </li> <li>c. Communications Committee <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>d. Worklife Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• The Translation Network is not ready to roll out. This work will continue over the next year.</li> </ul> <p>e. Staff Recognition Committee</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> <p>f. Bylaws Committee</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
<b>VII. Unfinished Business</b>	
<b>VIII. New Business</b>	a. Officer Nominations
<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 Stefl</li> <li>• Seconded by Representative Deckard</li> </ul> <p>Adjourn Time: 10:58 a.m.</p>