

**Stephen F. Austin State University**  
**Staff Council Meeting Notes**  
**Monday, August 5, 2024**  
**10:00 a.m. – 10:44 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"/> 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"/> Kenneth Morton <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"/> Craig Yates
<b>Not Present</b>	<input type="checkbox"/> Angela Harless <input type="checkbox"/> Tim Lewallen <input type="checkbox"/> Ashley Schmidt <input type="checkbox"/> Brandon Stringfield

**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. Steve Laurent served as proxy for Brandon Stringfield. Larry Reynard as proxy for Angela Harless.
<b>III. Presentations</b>	a. April Smith (President’s Office Director of Executive Programs and Events) <ul style="list-style-type: none"> <li>• Fall Welcome <ul style="list-style-type: none"> <li>i. 10am August 19<sup>th</sup> Turner Auditorium</li> <li>ii. Lunch to follow</li> <li>iii. No questions.</li> </ul> </li> </ul> b. Jeremy Pickett (University Police Department Director of Emergency Management) <ul style="list-style-type: none"> <li>• Emergency Preparedness at SFA <ul style="list-style-type: none"> <li>i. Mission: Through emergency management principles, develop strategies and initiatives designed to enhance preparedness and improve the university’s ability to respond to, and recover from, all threats</li> <li>ii. Emergency Management at a Glance: Organization and management of the resources and responsibilities to dealing with all humanitarian aspects of emergencies. The aim is to prevent and reduce the harmful effects of all hazards, including disasters.</li> <li>iii. Four Phases of Emergency Management <ul style="list-style-type: none"> <li>1. Preparedness</li> <li>2. Response</li> <li>3. Mitigation</li> </ul> </li> </ul> </li> </ul>

	<p>4. Recovery</p> <p>iv. Emergency Preparedness at SFA</p> <ol style="list-style-type: none"> <li>1. Emergency: What could go wrong? When an emergency occurs or a disaster strikes, SFA seeks to maintain a safe and secure campus for all students, faculty, staff, and visitors.</li> <li>2. Campus preparedness is more than preparing for emergencies. The primary goal is to create an environment that is safe and secure every day.</li> <li>3. Top 6 Risks <ol style="list-style-type: none"> <li>a. Active shooter/mass shooting</li> <li>b. Severe thunderstorm, tornado, hail, and lightning</li> <li>c. Cyber threat/Information Technology system failure</li> <li>d. Infectious disease pandemic/endemic</li> <li>e. Critical infrastructure/utilities failure</li> <li>f. Civil unrest</li> </ol> </li> </ol> <p>v. Your Roles During an Emergency: Be familiar with common procedures.</p> <p>vi. Roles and Responsibilities</p> <ol style="list-style-type: none"> <li>1. Report an emergency or suspicious activity to UPD</li> <li>2. Facilitate the appropriate response (e.g. Evacuation, lock-down, Shelter-In-Place).</li> <li>3. Provide assistance to injured/disabled individuals when possible (functional needs)</li> <li>4. If you are called back to campus, return to campus as soon as possible.</li> <li>5. Assume your emergency response role (e.g. Lab Rep, Floor Building Captain, EOC member, CERT, student leader, etc.) if you have one.</li> <li>6. Check-in with Department Head/Building Captain. Report any missing personnel.</li> <li>7. Follow directions given by first responders.</li> <li>8. Follow the Preparedness Checklist.</li> </ol> <p>vii. Resources: The EM Office has created several resources to aid in the overall comprehensive program</p> <ol style="list-style-type: none"> <li>1. Website and social media <ol style="list-style-type: none"> <li>a. EM Webpage (emergency procedures)</li> <li>b. Facebook</li> <li>c. Instagram</li> </ol> </li> <li>2. Emergency Notification <ol style="list-style-type: none"> <li>a. Jack Alert</li> <li>b. Rave Guardian App</li> <li>c. Outdoor sirens</li> </ol> </li> <li>3. Weather support services</li> <li>4. Event support</li> </ol> <p>viii. Resources/Training</p> <ol style="list-style-type: none"> <li>1. Emergency Management's goal is to equip faculty, staff and students with knowledge and skills to effectively respond to a wide range of emergencies. As such, Emergency Management</li> </ol>
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	<p>offers various comprehensive emergency preparedness trainings.</p> <ol style="list-style-type: none"> <li>a. American Heart Association CPR training</li> <li>b. Stop the Bleed training</li> <li>c. All-hazard emergency preparedness training</li> <li>d. Table-top exercise</li> <li>e. Functional exercises</li> <li>f. National Incident Management System and Incident Command System training</li> <li>g. Fentanyl Awareness training with Narcan Administration procedures</li> </ol> <ol style="list-style-type: none"> <li>ix. Preparedness Checklist</li> <li>x. No questions.</li> </ol>
<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 Stelson</li> <li>• Seconded by Representative Morton</li> <li>• Approved with no abstentions</li> </ul>
<b>V. Officer Reports</b>	<ol style="list-style-type: none"> <li>a. Chair – Grace Romero <ul style="list-style-type: none"> <li>• Thankful for support</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>• There are some appreciation expenses that will be posted when finalized.</li> </ul> </li> <li>e. Parliamentarian – Lissy Turner <ul style="list-style-type: none"> <li>• Purchased Robert’s Rules of Order to be donated to Staff Council</li> </ul> </li> </ol>
<b>VI. Committee Reports</b>	<ol style="list-style-type: none"> <li>a. Executive Committee <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>b. Nominations &amp; Elections Committee <ul style="list-style-type: none"> <li>• Thankful for support</li> </ul> </li> <li>c. Communications Committee <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>d. Worklife Committee <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>e. Staff Recognition Committee <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> </li> <li>f. Bylaws Committee <ul style="list-style-type: none"> <li>• Working through an amendment on clarifying the number of absences allowed. The new Parliamentarian can move forward with this starting at the next meeting.</li> </ul> </li> </ol>
<b>VII. Unfinished Business</b>	<ol style="list-style-type: none"> <li>a. Officer Nominations and Elections <ul style="list-style-type: none"> <li>• Chair – Brittany Beck</li> <li>• Chair-Elect – Ryan Dietrich</li> <li>• Treasurer – Choya Coleman</li> <li>• Parliamentarian – Heather Hawkins</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>• Secretary – Emily Keller</li></ul>
<b>VIII. New Business</b>	
<b>IX. Closed Session</b>	
<b>X. Adjournment</b>	Approved with no abstentions <ul style="list-style-type: none"><li>• Motion to adjourn the meeting by Representative Morton</li><li>• Seconded by Representative Stelson</li></ul> Adjourn Time: 10:44 a.m.