

Meeting Minutes – January 22, 2020, 3 p.m.

Modular Building C Conference Room

1. Call to order

2. Roll Call

Members Present:

- President – Nancy Larson (Class of 2020, EEO#1)
- Vice-President – Miriam Magdaleno (Class of 2021, EEO#3)
- Secretary – Sarah Timm (Class of 2020, EEO#3)
- Treasurer – Rachel Montejano (Class of 2020, EEO#1)
- Jarrick Brown (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- Liz Chavez (Class of 2021, EEO#3)
- John De La Rosa (Class of 2021, EEO#3)
- Cristina Dominguez (Class of 2021, EEO#1)
- Hoyt Garner (Class of 2021, EEO#3)
- Roseanne Gutierrez (Class of 2021, EEO#4)

Members Absent:

- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Juan Espinoza (Class of 2021, EEO#3)
- Priyangana Risal (Class of 2021, EEO#3)
- Parliamentarian/Historian – Ester Woodbury (Class of 2020, EEO#3)

3. Approval of Minutes - Approved

4. New Business

- a. HR Update from Deepshikha Vyas: For the Catapult event on February 5th reservations are currently full so if you are on the waitlist the vendor will call you if there is an opening. In late February registration will open for the 8 week Walking Challenge and it will begin on March 15th.
- b. Suggestion Box New Items (Nancy) – These came from the feedback forms at our most recent all staff meeting in January. Nancy has not had time to delve into these yet.
 - i. Organizational Structure of the University (Lionel Cassin, 1/7): I would like to see an overview of the organizational structure of the University. I am unclear about all the different departments/offices within TAMUSA, their functions/responsibilities, and their leadership. Nancy will follow up with Lionel to clarify if he wants this covered in an upcoming all staff meeting or if this is something that should be updated online. (It is currently under the “About”

section of the university's website but was last updated in February of 2019). Others on Staff Council echoed the need for this document.

- ii. Summer Camp (Anonymous, 1/7): Any updates on the summer camp? Unfortunately Ester did not have any updates (per Rachel). Last we heard, Dr. Sheperis wanted funding for this. Nancy will follow up with Dr. Sheperis.
- iii. Power Hours (Kimberly Grotewold, 1/7): How does one go about recommending topics for Power Hours? I made a suggestion for a workshop on Open Educational Resources (project I have been working on for 1 year) through Ms. Jessica Loudermilk but received no feedback. Perhaps there is a form or other mechanism for making suggestions? Nancy will follow up with Jessica on this.

5. Old Business

a. Pending Suggestion Box Items (Nancy)

- i. Vending machines in the modulars (Michelle Anguiano, 8/15) – Contacted Johnny Guevara to see if there is an update on the outdoor options. No response yet from Johnny.
- ii. Birthday leave (Eliasz McCullen, 10/29) – Information from A&M Corpus Christi campus has been sent to Martha.
 - I. Martha did contact Corpus and Kingsville, and they use Emergency Leave as the code for Birthday Leave, since there isn't a System time off category for this. She said she would suggest this to Dr. Spindle and see if he could bring this suggestion to the Cabinet. Nancy has not received a response from Martha about this and Deepshikha did not have an update from Martha either.
- iii. Amazon Prime free shipping (Anonymous, 10/23) – Dr. Matson will investigate and will follow up with Dr. Spindle.
 - I. No update at this time. Sent Dan Garza another email on 1/21.
- iv. Employee Tuition Benefits (Cristina, 11/15): At one of our All Staff Meetings, can we have someone come in and talk about employee tuition benefits and/or the process to audit classes? I have heard that auditing classes is an option for staff, but cannot find any information on it.
 - I. Francy Leal explained these benefits during the Quarterly All Staff meeting on 1/7. Hoyt asked about the auditing portion of the original question. Rachel said there is already an auditing policy in the catalog. Anyone can audit but permission is needed from the faculty member and there must be a seat available in the class.
- v. Cleaning charges on the weekend/recycling (Cristina/Nancy, 11/20): If you have an event on the weekend, housekeeping is not scheduled. It costs \$16.50 per hour and you will be charged for four hours no matter what. She doesn't understand why housekeeping isn't regularly scheduled on the weekends in an institution that's growing the way we are. Cristina mentioned the Cisneros Institute was charged for a case of toilet paper for an event that was over a weekend! Nancy has also viewed the maintenance workers taking the recycling items from our recycling bins and just adding them to the trash. If we're not really doing any recycling, why do we have the containers for it?

- i. Nancy emailed Dr. Spindle, who said he would get back with her asap. She did not hear back from him, so forwarded email to Todd Mocabee. Rachel mentioned to ask Trevor Liddle as he responds pretty quickly. Nancy said he was copied on the email correspondence.
 - vi. Picnic table behind Modular C (Joanna Vela, 12/2): It'd be really nice if we could get a picnic table on the back side of MOD C for staff/faculty/and students to use. It's a peaceful place and would be a nice space to eat lunch outdoors. I'm wondering if there might be a spare picnic table somewhere that could be moved.
 - i. Submitted facilities request on 1/21/2020. The ticket has been updated to "issued".

6. Committee Reports

- a. All Staff Meeting (Sarah, Hoyt, Jarrick, Priyangana)
 - i. Next meeting – Apr. 14, 9:00 a.m. Vista Room (no breakfast)
 - i. Speaker suggestions? New VP of Student Affairs, New Athletics Director, someone to speak about the Festival (perhaps Abigail Montanez), Julie Eddards to speak about the First 50 Days initiative to provide an update from the Fall and what we can expect for next Fall, Gretchen with an update on NSO (will we be having more and will the format change), Hugo and/or Edwin to provide a reminder about the 2020 Census
- b. Social & Community Service (John, Cristina, Sarah, Rosalinda, Jarrick, Liz, Roseanne)
 - i. Feb 14 Social Mixer at La Tuna at 5:30 -7:30 p.m.
 - ii. Mixer at the Hoffbrau in January had about 10 in attendance but no faculty. John will send the pictures to the Marketing Committee to post on social media. Question raised for February Mixer - Is there any way we can change this date since it aligns with Valentine's Day? Reached the decision to move to the following Friday, February 21st. There was a suggestion to move the March mixer or plan for a staycation to help spend some of our funds (especially since it's already been budgeted for.) Rachel will send the budgeted amount to John for planning purposes. Nancy suggested heavy hors d'oeuvres and giveaways. We have 302 full time staff members and 17 part time staff members, 210 full time faculty, 141 adjuncts per Miriam (from Patti Morgan). Should we allow staff to bring their family members this time around? John asked if we could meet next Wednesday to plan for staycation so Cristina will set up a meeting. Per Cristina we were going to push volunteering at the Festival as our next community service project. Hugo suggested we check the April 8th 2019 minutes for feedback from Staycation last year. It was decided that we will move the March mixer to the Friday after Spring Break.
- c. Appreciation/Recognition (Priyangana, Rachel, Cristina, Juan)
 - i. Employee Spotlight Awards: Nancy has three certificates to sign and get Dr. Matson's signature on. She wants to extend the deadline for applications to March 10th for the next round. Nancy said that Priyangana needs more help. Rachel asked if she's been contacting the other members since she hasn't received any correspondence. Rachel will reach out to Priyangana to see how she can help.

Nancy wants to recognize the current members of the committee and mentioned that we'll need to find new members of the committee next year.

- ii. Administrative Professionals recognition –Wednesday, April 22
- d. Communications/Marketing (Miriam, Hugo, Liz)
 - i. Visits to offices in districts: We'll plan to visit districts with updated flyers once they have been changed to February 21.
 - ii. Liz: What do we think of posting suggestion box items and answers to a central location on the website? Many were in favor of this. Hugo asked where we should share our images. They are currently on a folder on the Staff Council Facebook account. Anywhere else? Cristina offered to give them the info for the University's Flickr account. Hugo mentioned they would only post pics on the Flickr account from on campus events but not necessarily the mixers. Miriam stated that we should be conscious of if we're wearing university apparel to these mixers and consider changing into something else. We are ambassadors of the university so we don't want to provide the wrong impression to members outside of the university.
- 7. Special Committee Reports
 - a. Parking and Transportation (Hugo) No updates
 - b. Master Plan Committee (Hugo) No updates
 - c. 2020 Census Working Group (Hugo) They meet next Tuesday.
 - d. Search Committee for VP Business Affairs and Chief Financial Officer (Cristina) First meeting is January 31st.
- 8. Other issues/concerns: John mentioned that a student had their hub caps stolen in Lot 3 so if you see something, say something. Hoyt said that there is still evidence of the hogs on the Rec Field so they are still roaming campus.
- 9. Adjourn