



Staff Council Monthly Meeting Minutes – July 13, 2020  
WebEx

1. Call to order and roll call

Members Present:

- President – Miriam Magdaleno (Class of 2021, EEO#3)
- Vice President- Jarrick Brown (Class of 2021, EEO#3)
- Treasurer - Cristina Dominguez (Class of 2021, EEO#1)
- Parliamentarian/Historian- Jessica Burnette (Class of 2022, EEO#4)
- Secretary - Liz Chavez (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Hoyt Garner (Class of 2021, EEO#3)
- Roseanne Gutierrez (Class of 2021, EEO#4)
- Priyangana Risal (Class of 2021, EEO#1)
- Dr. Mary Kay Cooper (Class of 2022, EEO#1)
- Abigail Montanez (Class of 2022, EEO#3)
- Bryant Moore (Class of 2022, EEO#3)
- Luann White (Class of 2022, EEO#3)
- Jessica Burnette (Class of 2022, EEO#4)

Members Absent:

- Francy Leal (Class of 2022, EEO#3) (Jackie represented Francy in her absence.)
- Alyssa De La O (Class of 2022, EEO#3)
- John De La Rosa (Class of 2021, EEO#3)

Others in Attendance:

- Jackie Jasso (Representative for Francy Leal)

2. Approval of minutes: June 18, 2020

3. Committee reports:

- a. All staff meeting (Hoyt, Jarrick, Priyangana, Dr. Cooper)
  - i. Wednesday, August 12 at 8:30 a.m.
  - ii. Jarrick sent out the minutes from the most recent meeting.
  - iii. Auditorium allows for 65 in-person attendees. Vista Room, and Ceremony Room will be reserved to stream via WebEx.
  - iv. Committee will request staff council volunteers for check in at each location.
  - v. Staff may RSVP via JagSync to their preferred location. Once capacity is reached, staff will be redirected to find alternative location to view meeting.
  - vi. Speaker recommendations:
    1. Miriam as Staff Council president to recognize and thank out-going members.



**Staff Council**

2. Jessica Loudermilk/Rita Arredondo as members of the University Covid-19 Taskforce (pending).
3. Dr. Mike O'Brien about academic updates for the Fall.
4. Dr. Mari Fuentes-Martin (confirmed) & Kathryn Funk-Baxter (confirmed) to be introduced to the campus and their vision for each departments. VP Funk-Baxter can speak about space limitations and facility updates.
5. Dr. Cooper requested talking point ideas for Dr. Matson to speak about.
6. Alternative speakers:
  - a. Darnell Smith regarding athletics.
  - b. Dr. Matson suggested Dr. De Diemar.
  - c. Diana from ITS?
- vii. Catered breakfast food
  1. Hoyt will work with Chartwells for quality pre-packaged food options.
  2. Goal is to have Chartwells at all three check in stations. Could come up with a fourth, if needed.
- viii. Promotional item to give out to all staff is currently pending.
- ix. Details will be shared with the communication/social media committee for a flyer.
- x. Future all staff meeting dates:
  1. November 10
  2. January 12
  3. April 14.
- b. Virtual Convocation Tuesday, August 18 at 10:30 a.m.
  - i. Dr. Matson requested 5 staff council volunteers to deliver lunches or help with crowd control and social distancing.
    1. Miriam volunteered and requested 4 more volunteers.
    2. Confirm with Miriam by Friday, 7/17, if available to volunteer.
- c. Social & Community Service (John, Cristina, Rosalinda, Jarrick, Roseanne, and Liz)
  - i. Professional Development: Cristina will create a centralized location to list webinars and trainings for staff. Members from different departments can send trainings to Cristina.
  - ii. Virtual lunch and social hours will continue in the Fall. Staff council volunteers needed to help host.
    1. Miriam offered to help host.
    2. Social hour numbers:
      - a. June 12: 4 staff members.
      - b. June 26: 4 staff members.
      - c. July 10. 3 staff members.
      - d. July 24.
    3. Lunch hour numbers
      - a. 6/5: 4 staff members.
      - b. 6/18: 10 staff members.
      - c. 7/3 (cancelled)
      - d. 7/16: 12 staff members.
      - e. 7/31.



Staff Council

- iii. Linda suggested taking a break from computer screens with a scavenger hunt. Let the committee know about any ideas to include on the scavenger hunt such as: places to see, eat, things to do, self-care, etc.
- iv. Upcoming pen pal initiative for senior residents on the south side during the Fall.
- v. In September, Staff Council will promote Choose.Act.Impact with the Mays.
- vi. In October, Staff Council will call for volunteers for the San Antonio Food Bank. With indoor and outdoor opportunities, social distancing can be maintained.
- vii. November and December, Staff Council will continue the Adopt-A-Family initiative and holiday party planning:
  - 1. The Monday before commencement.
  - 2. Fun Christmas sweater fundraiser for the Staff Emergency fund.
  - 3. Brainstorm other virtual opportunities to keep staff engaged.
  - 4. Send Dr. Matson the date when final.
- d. Appreciation/Recognition (Priyanganana, Cristina, Liz, Roseanne, Rosalinda, Bryant)
  - i. Current program under reconstruction with different prizes and current nominations to be awarded in 1<sup>st</sup> quarter FY2020.
  - ii. Upcoming meeting soon. Stay tuned for updates.
- e. Communications/Marketing (Miriam, Hugo, Francy, Abigail, Luanne, Liz)
  - i. Staff council action calendar is still pending.
  - ii. Committee updates (Liz)
    - 1. Solidarity statement was emailed to all staff on June 26. Since then, multiple staff have made suggestions.
    - 2. Return to work email was sent to all staff on July 10.
    - 3. Begin recording social media numbers.

August 2019 - July 2020

Platform	# of posts	# of likes	# of followers	Comments
Facebook	53	87	50	According to Facebook analytics, reached a total of 992 people through combined posts.
Instagram	40	308	101	no

4. Special committee reports- updates

- a. Business Continuity Task Force (Jarrick): no current updates. Review minutes sent by Jarrick.
- b. Parking and Transportation (Hugo)- no updates.
- c. Master Plan Committee (Hugo)- no updates.
- d. 2020 Census Working Group (Hugo)
  - i. Date to complete the census has been extended to October.
  - ii. Check mail for a blue postcard with census ID, if you have not filled it out already. The census does not take much time and the information is confidential.
  - iii. A&M-SA has a landing site for census information along with the many benefits. Information will be shared via social media as well



Staff Council

- e. Bookstore Advisory Board (Hoyt)- no updates. Bookstore is still currently closed.

## 5. New Business

- a. New committee updates
  - i. Welcome committee: the social/service committee can lead efforts to invite new staff to upcoming events, activities, and to get to know staff council. Open to other staff council members to assist.
  - ii. Diversity and inclusion committee: Goal is to be more intentional about the topics that we promote and to enhance our programming. Let Miriam know if you want to be on or lead this new committee.
  - iii. SECC: Staff Council was nominated to host the SECC campaign this upcoming year. Since this initiative also includes faculty, Faculty Senate will be asked to collaborate.
  - iv. Health & Wellness: Francy will lead these efforts as our HR Wellness Champion.
- b. HR Updates (Jackie Jasso)
  - i. Open enrollment is still going until July 31, 2020. Let Jackie or Francy know if you have questions. They can assist via Webex also.
  - ii. Tuesday July 31 from 1 to 4:45 p.m. HR is hosting virtual, open enrollment, come-and-go sessions. To look at schedule on the HR website select benefits and open enrollment.
- c. Suggestion box items (see other attachment):
  - i. Parking fees (Hugo Cantero, 6/22)
  - ii. Diversity office on campus (Anonymous, 6/26)
  - iii. Thank you and training recommendation (LaDonna Harris, 6/26)
  - iv. Salary Review (Anonymous, 6/26)
  - v. Concerns with UPD on campus (Anonymous, 6/26)
  - Follow up on Suggestion Topic Items:
  - vi. COVID-19 Communications (Anonymous 5/22)
  - vii. Vending machines in the Modulars (Michelle Anguiano, 8/15)
  - viii. Amazon Prime Free Shipping (Anonymous, 10/23)
- d. Staff Survey regarding COVID-19 staff emergency needs or concerns
  - i. Gauge staff needs and concerns to share with leadership.
  - ii. Executive committee can work on survey questions. If anyone wants to help and has questions, send to Miriam.
- e. Communication:
  - i. Review calendar invite for the return-to-work slide show presented to managers. Managers and directors were reminded to share this information with staff.
  - ii. ITS enhancements email that was sent to faculty will be sent to staff soon. Diana from ITS volunteered to present at the upcoming all staff meeting to brief staff on ITS updates.
- f. Staff council shirts.
  - i. Miriam is ordering polos for all 19 staff council members.
  - ii. Volunteers needed to take the lead in purchasing t-shirts. Francy shared vendors HR has used. Volunteers can use Francy's recommended vendors or others used.
    - 1. Red shirts for new staff to wear?
    - 2. Summer tank?
- g. Recognition for outgoing staff council members



## Staff Council

- i. Recognize and thank outgoing members at upcoming all staff meeting.
- ii. Staff Council members were asked to sign an e-gift card for outgoing staff.
- iii. Liz will create certificates and Cristina will provide frames.

### 6. Other issues/concerns

- a. Is the Fall still planning to be 70% in person and 30% online? Prospective students are asking.
  - i. Dr. Matson said the goal is for the Fall reopening plan to be released by Friday. She said she would pull pieces of the documentation based on audience type (example: parent, faculty, student, staff, etc.)
- b. Dr. Matson emphasized that there is no intention of laying anybody off at A&M-SA. She referenced a faculty member who was interviewed by a newspaper reporting that an upcoming system-wide layoff would occur at West Texas and A&M-SA next. She assured us that this is not true and asked us to inform colleagues.
  - i. Dr. Cooper suggested the Communications team reiterate this somehow to reassure staff. Asked whether the Office of the President or Dr. De Diemar's team could do this.
- c. Faculty Senate Resolution RE: Diversity Office on campus. Are there any updates?
  - i. At this time, it is still in the drafting process.

### 7. Proposed meeting date is Thursday, August 20<sup>th</sup> at 2 p.m.

- a. Miriam asked whether this day and time is available since it is the first day of Fall classes. Convocation is on Tuesday. She will send out a doodle poll for our availabilities.

### 8. Adjourn

### 9. Action items:

- a. Volunteers needed for Convocation: Confirm with Miriam by Friday, 7/17
- b. Send Dr. Cooper talking point ideas for Dr. Matson to address at all staff meeting.
- c. All staff meeting committee will send communication/social media comm. details for the flyer.
- d. All staff meeting committee can decide whether they want to invite Diana from ITS to address technology enhancements.
- e. Share scavenger hunt ideas with the social/service committee.
- f. Executive committee will work on the staff COVID emergency survey. Send Miriam questions to begin collecting or to volunteer to help.
- g. Volunteers needed to help with tshirt design and purchasing.
- h. Request support from Dr. De Diemar and Communications about drafting statement regarding no current plan for layoffs.
- i. Miriam will send out a doodle poll for availability to schedule the upcoming staff council monthly meeting.