



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

July 2021 Monthly Meeting
4 – 5 p.m.

July 21, 2021

July 2021 Staff Council Monthly Meeting Minutes

1. Call To Order

2. Roll Call

1. President – Jarrick Brown (Class of 2021, EEO #3)
2. Vice President – Dr. Mary Kay Cooper (Class of 2022, EEO #1)
3. Jessica Burnette (Class of 2022, EEO #3)
4. Alyssa De La O (Class of 2022, EEO #3)
5. Francy Leal (Class of 2022, EEO #3)
6. Abigail Montanez (Class of 2022, EEO #3)
7. Bryant Moore (Class of 2022, EEO #3)
8. Micayla Bean (Class of 2023, EEO #3) **Absent**
9. Allie Beedle (Class of 2023, EEO #3)
10. Rebecca De Leon (Class of 2023, EEO #3)
11. Angelica Garza (Class of 2023, EEO #3)
12. Amber Graham (Class of 2023, EEO #3)
13. Tim Gritten (Class of 2023, EEO #1)
14. Yvette Milo (Class of 2023, EEO #3)

3. Approval of Minutes – June 20, 2021

1. Motion to approve the minutes, by Mary Kay Cooper and was second by Francy Leal.

4. Committee Reports

1. All- Staff Meeting

i. August 11, 2021

1. Mary Kay indicated that this is an in person meeting with breakfast. The marketing committee were crucial in creating the Canva invite. Tim was asking for presenters and Dr. Matson recommended several as well. Elizabeth Murakami, Jessica Loudermilk, have confirmed. Martha Gonzales and Kathy Funk-Baxter will follow. Possibly an additional speaker may be added, Darnell Smith, since soccer will be played on campus this semester.
2. Rebecca De Leon will be reaching out to Chartwells for the breakfast portion.

2. Social & Community Service





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- i. Memorial Garden Update-Jarrick spoke on a collaborative project with the Girl Scouts as mentioned by Dr. Matson. Staff Council would only be there for support as needed. The Memorial Garden will be coming on to campus this coming year.
- ii. Adopt a family for the Christmas time campaign will move forward.
- iii. In regards to the social hour, we will consider whether there will be off campus events or virtual. We will need to collaborate in the next couple of weeks to revamp liveliness of the program.

3. **Appreciation/Recognition**

- i. Bryant met with Jarrick and Dr. Cooper to revamp the guidelines for the spotlight. Discussion was held on the various types of awards to be presented, for example a parking pass for the employee. If we move forward with a parking pass, appropriate signage would need to be considered and various spots around the campus buildings. Amber mentioned that if an employee won in December they would only receive two weeks of parking due to the winter break. How would we remain fair for all when using the parking pass a reward.
- ii. A suggestion was made if we could offer a full day off for the winner, if so, we would need to present to Jessica soon in order for Dr. Matson to have the cabinet review the proposal. One thing to remember is that Time off is portable and easier to handle.
- iii. Mary Kay suggested that we provide the winners with gift options; this would allow them to choose a gift that is suitable for them.
- iv. Employee Spotlight document will be reviewed by Jarrick and Bryant and presented at the next Staff Council meeting.

4. **Communications/Marketing**

- i. Reminder: New Members Bio & Pictures.
- ii. Jarrick mentioned that he presents the social media numbers from Instagram and Facebook to the president every month for review.
- iii. Please email Abigail Montanez by next Friday, July 30, 2021 with the following information:
 1. Headshot photo
 - Position/Department
 - Committees
 - Class Member
 - Why did you accept Staff Council position?
- iv. Please utilize this committee when we are promoting any events that may be coming up.





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5. New Business

1. HR Update – Francy Leal
 - i. Wellness Release Time: The Wellness Release Time procedure and application was submitted to Martha Gonzalez and Kathy Funk-Baxter for review.
 - ii. New Hire Employee Experience: Staff Council-continue to include the new hires at the social lunch hours as started in FY21, this is part of the new hire employee experience. The Benefits team sends out 30/60/90/180 day letters to new hires that includes information about the campus, critical deadlines, benefit and retirement reminders, and also how to engage with the campus committees and various events.
 - iii. Performance Review: The Workday system is sending out automatic 2-week notifications to complete the self-evaluations, however, HR is allowing a month to complete them.
 - iv. Open Enrollment: Reminder that Open Enrollment is the entire month of July with an effective date of September 1.
 - v. Teacher Retirement System (TRS): Information will be sent out on the HR Eblast indicating that the TRS employee contribution will be 8% and the employer contribution will be 7.75% effective September 1, 2021. The increase is part of the TRS Pension Reform bill that will provide gradual contribution increases from the state, public education employers and active employees.
2. Suggestion Box Items – No New Items
3. Staff Council CliftonStrength Training – Date TBD
 - i. Amber will be sending Jarrick her top 5 CliftonStrengths.
 - ii. Tim’s suggestion on EEOC was added to the strategic plan.
4. Open Floor Discussion (event ideas, other issues/concerns)

6. Adjourn Meeting

