

Meeting Minutes – December 18, 2019, 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)
- Secretary – Sarah Timm (Class of 2020, EEO#3)
- 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)
- Juan Espinoza (Class of 2021, EEO#3)
- Hoyt Garner (Class of 2021, EEO#3)
- Priyangana Risal (Class of 2021, EEO#3)

Members Absent:

- Vice-President – Miriam Magdaleno (Class of 2021, EEO#3)
- Treasurer – Rachel Montejano (Class of 2020, EEO#1)
- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Roseanne Gutierrez (Class of 2021, EEO#4)
- Parliamentarian/Historian – Ester Woodbury (Class of 2020, EEO#3)

3. Approval of Minutes-Approved

4. New Business

- a. HR Update (Francy Leal and Deepshikha): Just a reminder that we will receive four hours of early release this Friday. HR has signed a contract with an agency as of last week and formed a Total Rewards Committee that met yesterday. They will start meeting with the agency the first full week in January. They want to create a dynamic brochure and a landing page on the university's website. The agency and committee will work with Fernando to make sure everything is within branding guidelines. Brochures will be a great tool for recruitment. January 6th is when they are starting to hire again.
- b. Suggestion Box New Items (Nancy)
 - i. Marketing points of contact (Anonymous, 11/15): With so many staff changes that are not being communicated, it gets hard to do one's job. For example, who do we contact in Marketing about purchase approvals for promo items? It doesn't make sense to email VP De Diemar with those requests, but that is who is in Cristian's away message. I just wish as these staff changes were made, that memos would go out with the new chain of command or who to direct questions to.

- i. Resolved. Dr. DeDiemar presented information about her department at the All Staff Meeting in November.
- ii. 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. Per Francy Leal, will be addressed at the All Staff Meeting in January.
- iii. 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 emailed him again a second time.
- iv. 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. Per Johnny Guevara, this should be submitted with the facilities request form. Nancy will ask Joanna if she can submit the form to facilities.
- v. WebEx to Zoom (Anonymous, 12/17) Do we know if the University will be switching from Webex to Zoom anytime soon or is there a way for office to have Zoom over Webex?
 - i. Per Bill Griffenberg, A&M System has signed contracts with both WEBEX and ZOOM. We have licensing for WebEx, we purchased 20 Zoom licenses for now. Those interested in having it should contact IT.

5. Old Business

- a. Summer camp initiative (Ester) – Ester was out today so hoping to have an update in January.
- b. Pending Suggestion Box Items (Nancy)
 - i. Vending machines in the modulars (Michelle Anguiano) – Contacted Johnny Guevara to request one machine to be installed in place of a set of drinking fountains. He said this will not be allowed. Room 141 was proposed, but it will probably have to be converted to an office in the near future. If no other space can be used, there will not be a machine in the building. Johnny is looking at outdoor options so stay tuned.
 - ii. Birthday leave (Eliasz McCullen, 10/29) – Information from A&M Corpus Christi campus has been sent to Martha. Still waiting for information from Martha.
 - iii. Amazon Prime free shipping (Anonymous, 10/23) – Dr. Matson will investigate and will follow up with Dr. Spindle. Nancy will follow up with Dr. Spindle.

6. Committee Reports

- a. All Staff Meeting (Sarah, Hoyt, Jarrick, Priyanganana)
 - i. Next meeting – Jan 7, 9:00 a.m., Vista Room – breakfast served
 1. Employee Spotlight Award Presentations by Dr. Matson (Oct, Jan, & Feb awardees)
 2. Speakers – Sarah stated that HR will be speaking about employee tuition benefits, Dr. Spindle requested to give an Athletics update and Edwin Blanton and Hugo Cantero will be speaking about the Census project. Several suggested that Christian Harmon give a parking update since there are new spaces in Parking Lot I for electric cars. Sarah will reach out to him. Sarah will put together a draft of speaking points for Dr. Matson for the January 7th meeting so if anyone has any suggestions, please send them to her asap.
 3. Calendar invite sent
- b. Social & Community Service (John, Cristina, Sarah, Rosalinda, Jarrick, Liz, Roseanne)
 - i. Door prize gift cards for Convocation Mixer winners delivered to Michelle Anguiano and Mary Walker.
 - ii. Door decoration contest wrap-up. Juan received feedback from his students who said they didn't like that the winners weren't announced at the Lights of Esperanza. Liz and Cristina got opposite feedback since guests attending the Lights of Esperanza aren't familiar with all of the departments. Cristina suggested we talk with Abigail Montanez about the program for the Lights of Esperanza as there were already too many things on the agenda for that evening and it worked out better to announce the winners at the staff event. Jarrick felt like it drew people to the Holiday Wrapping party and Juan felt like it was an appropriate venue for the announcement. Nancy suggested that for next year we try and get the information about the contest out at the all staff meeting in November (if the schedule is similar to this year). John mentioned that all of this is also contingent on if we have a staff holiday party next year.
 - iii. Adopt-a-Family wrap-up – Nancy feels like this went really well. Cristina said there were 12 families. She would like to open it in early November next year. We actually ran out of families this year, which is a good problem to have.
 - iv. Holiday Wrapping Party wrap-up – Nancy thought it was a great thing to combine this with the wrapping party. Liz heard from several at the party that Staff Council is really stepping up this year. Cristina mentioned that they appreciate the 4 pm time period because this allows more people to come and socialize before they have to leave and pick up kids, etc. Juan said he heard the catering was appreciated. We had about 74 people check in and maybe a few others that didn't check in. Faculty were underrepresented at this unfortunately. Cristina will be returning the wrapping supplies that weren't used to Hobby Lobby and we will be splitting the cost with the President's Office.

- v. Staff Emergency Fund status – about \$1400 raised Cristina will deposit the popcorn money with Miriam.
 - vi. Jan 10 social mixer – Hoffbrau & Beer Garden, Nancy will send this invite soon. Ideas for February? Something Valentine's Day related but we'll think on it. Priyangana suggested Tribeca but it may be permanently closed.
- c. Appreciation/Recognition (Priyangana, Rachel, Cristina, Juan)
- i. Employee Spotlight Awards
 - 1. 2nd Quarter Employee Spotlight nominations – Winners for January, February and March have been selected. Priyangana will put certificates together and get them signed by Dr. Matson. Nancy has frames for them.
 - 2. Parking spot award – Would anybody be willing to help Priyangana coordinate this? If so, please contact her.
 - ii. Administrative Professionals recognition – Wednesday, April 22. Nancy thinks that HR can provide a list of the administrative professionals and their office locations. We've done cookies, plants, etc. in the past so be thinking about gift ideas.
- d. Communications/Marketing (Miriam, Hugo, Liz)
- i. Visits to offices in districts – Cristina asked if we could get printed copies of the flyer for the All Staff meeting in January to give to our districts. Liz will send the digital version of the flyers out to us.
 - ii. Employee Spotlight awardee highlights on website – The ones currently on the website look great. Nancy will follow up with Ursula to make sure she'll be in attendance at the all staff meeting in January.
7. Special Committee Reports
- a. Parking and Transportation (Hugo) – No updates
 - b. Pay Rates Working Group (Ester, Rosalinda, Roseanne) – No one in attendance from this group
 - c. Thanksgiving Pot Luck (Jarrick) wrap-up – Nancy really liked the trivia game!
 - d. Search Committee for VP Student Success and Engagement (Rosalinda) – Linda out today
 - e. Master Plan Committee (Hugo) – Not meeting until January
 - f. Search Committee for Athletic Director (Jarrick) – Should have an update by this Friday
 - g. 2020 Census Working Group (Hugo) – They'll provide updates in January
8. Other issues/concerns – Freedom of Expression Task Force: Nancy stated that this task force will be creating a staff handbook/guide that will include FAQs for staff in case they get questions from students with questions surrounding these kinds of issues. They have been tasked with coming up with some specific questions/scenarios for this document. Cristina stated they are working on creating a grievance process for when people have issues with demonstrations on campus. This would include where to go if they are triggered by the demonstration (Student Counseling and Wellness.) Liz mentioned someone complained to the LGBTQ+ task force that they didn't understand or agree with all of the programming surrounding the Trans Visibility Day so helpful tips for situations like that in the future would be beneficial.
9. Adjourn