

Agenda – January 11, 2024, 12pm

Quarterly All Staff Meeting

Vista Room

**Welcome and announcement of Employee Spotlight Award Winner**

Rebecca Dleon, Staff Council President

Nominees:

- Ashley Hernandez, DSS
- Evelyn Campus, Advancement
- Francesca Garcia, Student Rights and Responsibilities - Winner

**Welcome from Office of the President**

Dr. Salvador Hector Ochoa, President of Texas A&M – San Antonio

- Listening Tours – Completed 55 sessions fall 2023
  - Learned the good and about what causes some challenges.
  - Transitioning to a reflection tour.
    - Different groups to see what are the themes of the listening tour.
      - Pioneer group – faculty and staff
      - 9 staff members – 2 from each division. 3 from Business Affairs
      - Leadership team
- Announcing new Men’s and Women’s basketball coaches
- Buildings and Facilities
  - Rec Center is on schedule to finish in the summer.
    - It will be a joint partnership between Athletics and Rec Sports
  - Residence Hall is on schedule to finish in the summer.
  - Groundbreaking for the Public Health and Education building behind CAB is in progress.
  - Renderings for track and field are in progress.
  - Road constructions
    - Looking to see if there is another entrance that can be build out by Jaguar Parkway
  - Phase 3 of Vida will start in September
  - Need to build physical plant as we keep expanding
- Budget
  - Building a multiyear budgeting to prepare for the future
    - Working with Budget closely to hope to provide some answers on compensation in February or March 2024.

Questions from Staff:

- What are the hours for the Rec Center? Coming Soon.
- Is there going to be a committee for the physical plant? Since the physical plant needs to be placed in a specific location there may not need to be a committee for this.
- When you finish your reflection tour what are the next steps? Is there a strategic plan that will be created? Strategic plans can work however based on listening tours staff and faculty have shared we’ve been going fast with no breaks. Wants to look at the structure of the university and

analyze how to do things more efficiently and effectively before expanding. There's a need to expand the academic footprint as well. Working closely with the Provost.

### **Jaguar Recruitment Ambassadors**

Jessica Cain, Program Coordinator for Community Partnerships & Campus Visit

- Jaguar Recruitment Ambassadors (JRA) – Good opportunity to help promote the university.
- Volunteer Opportunities for students, faculty, staff, and alumni
  - Community Events
  - On Campus Events
  - School Visits
- If anyone is interested to join they are welcome to message Jessica Cain.
- Sign Up:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=xXD2XJ8nc0WaFQM9Qob6DufacsEGL-pAgqVoC822WYJUNktYM1hTTEIwVzQwOTNGVExYS0cwQ0ZGSi4u&origin=QRCode>
- GivePulse: <https://tamusa.givepulse.com/group/965592-JRA-Community-Outreach>

### **Mail Room Updates**

Janae Johnson, University Services Director

George Jauregui, Administrative Associate, Office of University Services

- Mail Hub Lockers
  - Installed in October to help offices retrieve their packages. Located on the first floor of CAB.
  - Hub Lockers offers the opportunity for
    - Expand the hours of the mail room should someone not be able to pick up their package at the mail room between the a
    - Emails are coming from [support@luxer.com](mailto:support@luxer.com)
- Mail Room is still being utilized for larger and perishable packages.
- Amazon Lockers
  - Located on the south side of CAB facing Classroom Hall
  - Our campus is an option you can select from for pick up on Amazon now.

### **Ombuds Programs**

Dr. Gary Coulton, Associate Professor of Psychology, University's Ombudsperson

- Ombudsman – adapted from Swedish word that means representative
  - Advocate for citizens having difficulty with government agencies.
- Serves - Faculty, staff, and paid teaching and research assistants
- Functions
  - Act as a neutral, independent and impartial party
  - Listen to and understand work-related concerns of visitors
  - Help clarify and reframe their issues.
  - Help identify and evaluate available options to resolve their issues.
  - Refer individuals to relevant resources as appropriate (Ex: Employee Assistance Program (EAP), Human Resources)
  - May also attempt to help resolve issues between parties through informal mediation

- Common Issues
  - Conflicts with fellow employees
  - Relationships with supervisors
  - Interpretations of University Policies
- Key Points from the International Ombudsman Association Code of Ethics
  - Neutrality and Impartiality - Resource rather than an advocate. Careful to avoid taking sides.
  - Confidentiality – It's crucial, no permanent records are kept. Any personal notes taken are destroyed ASAP. All emails and voicemails are deleted ASAP.
- Location:
  - Alternative location available to meet with visitors.
  - Sessions via Zoom or phone are available
  - Willing to meet off campus
  - No information about any visitor will be disclosed to anyone without the visitors explicit permission
    - Including if the ombuds has ever had contact with individual
  - More information is on the University website → <https://www.tamusa.edu/about-us/provost/faculty/ombudsperson.html>

## HR Updates

Martha Gonzalez, Chief Human Resources Office

- Staff Updates
  - Christina Gomez, Manager HR Employment Services
  - Gloria Galvan, HR Advisor II, Employment Services
  - Lissette Casaneda, HR Advisor I, Employment Services
  - Mia Cisneros, HR Generalist III, Employee Benefits
  - Jennifer Valdez, HR Generalist I, Employee Benefits
  - Jessica Solis, HR Generalist II, Employee Benefits
  - Danae Guzman, Student Employee
  - Alyssa Mora, Student Employee
- Employee Development Day
  - Held in conjunction with the University 15 Year Celebration
  - Date: April 30, 2024
  - Theme: Employee Appreciation
  - Volunteers are welcome. See HR Eblast for additional information.
- Upcoming Wellness Events
  - South Texas Blood Drive | 2/29/24 | Vista Room
  - Catapult Wellness Exams | 3/6/24 | Vista Room
  - Jet Dental | 4/17/24 | Vista Room
  - Check Wellness Eblast for upcoming
    - Wellness craft events
    - Stronger than Yesterday Walking Challenge
- Leadership Academy → <https://www.tamusa.edu/about-us/faculty-staff/professional-development/leadership-academy.html>
  - 3 Year Program

- Selected Cohorts will meet monthly for half day sessions over the 9-month academic year.
- Facilitators:
  - Year 1: Judith Verdon, Leadership Consultant
  - Year 2: Karen Ivy, Career Services
  - Year 3: Adriana Contreras, AVP and Executive Director of Mays Center
  - Administrative Support: Jennifer Valdez and Jessica Solis, Human Resources
- Application open in the spring and the cohort is selected by mid-summer.
- Professional Development
  - Lunch and Learn
    - New Year, New You with guest speaker Jane Mims | Friday, January 26, 2024 | Vista Room
- Check your HR Eblast and Wellness Eblast for recognitions and upcoming events

### **Staff Council Updates and Announcements**

Rebecca Deleon, Staff Council President

- Part Time and On-Campus Job Fair
  - Thursday, January 18, 2024 | 1:00pm – 4:00pm | STEM 1<sup>st</sup> Floor Hallway
- All Staff Meeting Feedback and Suggestions →  
[https://tamusa.co1.qualtrics.com/jfe/form/SV\\_8iB62woeMFFlod8?Q\\_CHL=qr](https://tamusa.co1.qualtrics.com/jfe/form/SV_8iB62woeMFFlod8?Q_CHL=qr)