



# TEXAS A&M UNIVERSITY SAN ANTONIO

## August 2023 Staff Council Monthly Meeting Agenda

- Call to Order
- Roll Call

Name	Class	Attendance
President - Rebecca De Leon	2023	Present
Vice President - Heather Olague	2024	Present
Secretary – Yaribel Caraveo	2024	Present
Treasurer – Liesl Hons	2024	Present
Historian/Parliamentarian – Mia Garcia	2024	Present
Cynthia Alejos	2024	Present
Huda Eltayeb	2024	Present
Aaron Guerrero	2024	Absent
Clarissa Tejeda	2024	Present
Juan Espinoza	2025	Absent
Joni Foster	2025	Present
Melissa Gamez-Herrera	2025	Present
Abel Morales	2025	Present
Daniel Rendon	2025	Absent
Dr. Reba Sims	2025	Present
Jennifer Valdez	2025	Present

- **Guest Speaker: Myrna Garza –Coordinator of First Year Experience**
  - Cisneros Leadership Conference <https://jagsync.tamusa.edu/event/9158617>
  - 5<sup>th</sup> Annual Conference | Saturday, October 7, 2023 | 8:30am – 4pm
  - Theme: “Beyond the Words: Empowering Students Through Communication”
  - There is a variety of sessions that are about personal growth, leadership, and community building.
  - Asking to send students and student employees, potentially incentivizing their attendance. Also, share with our departments and any students we work with.
  - Sharing some information at the first All Staff Council Meeting.
  - Copies of the book “You’re Not Listening” are available at the conference
- **HR Update Olivos-Gonzalez**
  - Self-evaluations are out. Managers can’t proceed until the employee completes self-evaluation.
  - Due September 30<sup>th</sup> with the manager and employee review
  - External employment: Please complete JIRA form
  - Timesheets are due earlier



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- Leadership Academic Cohort 3 has been selected and they have all been notified.
  - The first class will be in their 3<sup>rd</sup> and final year.
- Women at Work: Professional Development Reception
  - Next week on August 22<sup>nd</sup> at 3:30 pm in classroom hall lobby.
- HR is currently working on processing the hiring of faculty.
  
- **Committee Reports-Liesl Hons-CHAIR**
  - All-Staff Meeting- **August 31<sup>st</sup>**
    - Breakfast
    - President Ochoa will be speaking at this session.
    - Reaching out to Myrna to speak about the Leadership Conference.
    - QR to suggestion box items.
    - Suggestions for Suggestion box – looking for ways to be able to better communicate responses from suggestions to those who submitted as anonymous.
      - Potentially asking HR to send it out in the HR Blast
  
- **Appreciation/Recognition-Cindy Alejos-CHAIR**
  - Next Award: August 2023 All Staff Meeting
  - 6 nominations and all qualify for the award
  - Presenting at the staff meeting on the 31<sup>st</sup>.
  - 8 hours of PTO and \$50 HEB gift card
  - Administrative Professional's Day
  - Looking into national celebrations
  
- **Social & Community Service-Huda Eltayeb-CHAIR**
  - Post Convocation Staff Social-**August 24<sup>th</sup>**
    - Kona Ice (1 Hour) and Longhorn Catering
  - End of Year Social for New & “old”
  - Lip Sync Battle will be happening in October
  
- **Communication/Marketing-Heather Olague-CHAIR**
  - Website edits. Bios for new Staff
  - Posting those nominated for staff spotlight will be included in social media
  
- **Other Committee Service (reports in Teams, any question for the below?)**
  - Parking Committee – Rebecca De Leon
  - University Food Services Committee – Liesl Hons
  - University Resource Commission – Heather Olague
  - Faculty Senate meetings – Heather Olague



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- Institutional Effectiveness – Clarissa Tejada
- Parking Ticket Appeals Committee - Huda Eltayeb
- Space Committee – Dr. Reba Sims & Clarissa Tejada (email sent)
- Employee Development Day - Clarissa, Yari, and Huda
- **New Business**
  - **Executive Committee Updates**
    - Discussed suggestion box items and parking situation
  - **Suggestion Box Items (see supplemental document)**
  - **Update on communication for suggestion box**
  - **Town Halls**
    - Separated by EEOs last year. Do we want to continue the same style or a new approach of “Conversations with cabinet”
    - Making a change to the set up. Rather than being in Hall 102 maybe Vista Room or Ceremony Room. Consensus that the layout will still be in a space similar to Hall 102
  - **Updates on Staff Council Polos**
    - Enroute.
- **Open Floor Discussion (idea, issues concerns)**
  - Requesting a PCard for Staff Council: Will wait until after September 1<sup>st</sup>

**Adjourn Meeting**