



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Agenda – January 16, 2019, 3 p.m. Modular Building B, B1C

1. Call to order
2. Roll Call
 - **President – Brandon Oliver**, Creative Design Manager (returning, EEO#3)
 - **President-Elect – Nancy Larson**, Assistant Director, Advising Services (incoming, EEO#1)
 - **Secretary – Sarah Timm**, Public Services Manager (incoming, EEO#3)
 - **Treasurer – Teresa Petersen**, Business Coordinator II (returning, EEO#3)
 - **Parliamentarian – Larry Ynman**, Academic Advisor III (returning, EEO#3)
 - **Michelle Anguiano**, Academic Coach II (returning, EEO#3)
 - **Rebeka Delgado**, Library Specialist III (returning, EEO#4)
 - **Ana Flores**, Coordinator Bridge & Learning (incoming, EEO#3)
 - **Francy Leal**, Senior Human Resources Generalist (returning, EEO#3)
 - **Rachel Montejano**, Registrar (incoming, EEO#1)
 - **Ashley Rodriguez**, Admissions Coordinator-Campus Visits (returning, EEO#3)
 - **Frank Sanchez**, ITS Project Manager (returning, EEO#3)
 - **Lucilla Vasquez**, Admissions Counselor II (returning, EEO#3)
 - **Julie A. Williams**, Assistant Director, Testing and Assessment (returning, EEO#1)
 - **Ester Woodbury**, Student Functional Analyst (incoming, EEO #3)
 - **Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)
3. Martha Gonzalez will present the holiday schedule for 2019-2020
4. Review Minutes
5. Budget Review
6. New Business
 - **Suggestion Box Item: Christmas Bonus**
 - i. What happened to the Christmas bonus? It would have been nice to have the president say something about why there was no bonus and no cost of living increase. We had to submit our performance evaluation - why? Why work hard with no compensation?
 - ii. Response from Martha Gonzalez, CC: Bill Spindle: The decision not to give merit increases this year did not come lightly, and was purely a business decision. All employees are valued, and while we may have received merit increases in the past years, it is something we cannot guarantee every year. We have a lot of confidence in our employees and the continued growth of our campus which will help evaluate the prospect of merit increases in the future.
 - **Suggestion Box Item: Concur travel refunds**





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- i. What's the deal with Concur travel. We've submitted our travel request for refunds in October and have not yet received our refunds. Is someone looking into this?
 - ii. Response from Daniel Garza, CC Bill Spindle: The Purchasing Department was unaware that reimbursement(s) were not issued until additional staff informed us they too were not receiving reimbursement(s). A Concur System query was conducted resulting in identifying the issue. Purchasing Department staff reconciled the pending reports and now has an implemented process to avoid any further reimbursement delays.
 - Suggestion Box Item: Convocation & Quarterly All Staff Meeting Scheduling
 - i. Historically not all staff have been able to attend Convocation or semesterly All-Staff meetings due to registration. I'd like to propose changing the dates of at least the semesterly meetings if possible to open up the opportunity for all staff to attend without disruption to student services.
 - Suggestion Box Item: Holiday Door Decorating Contest (Paige Petersen)
 - i. After participating in the door decorating contest this year, I have a few suggestions to offer for next year's event.
 1. Include a section on the entry form that allows the participant to tell the story of their door, or highlight its best parts. This small paragraph could also be included next to the door as well. I think this will allow office's to tell a little bit more about their door and offer insight on the pieces they are most proud of.
 2. Introduce a Jaguar Fan Favorite Award. Ask participants to complete their doors one week before the judging/announcement of the winners. Add pictures of all the doors to the Staff Council's social media, and ask staff, faculty, and students to like/comment on their favorites. Ultimately, I think this will increase student engagement and traffic on the social media pages.
 - Spring Break event
 - i. Brainstorm – ideas? Theme? Date?
7. Unfinished Business
- Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Update from Sarah Timm
 - iii. Next steps – edits, other reviewers, implementation
 - Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
 - i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
 - ii. Update from Teresa Peterson
 - iii. Next steps – edits, other reviewers, implementation
 - Constitution & By-Laws Revisions
 - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson





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- ii. Received approval from Dr. Matson
 - iii. Next steps
- Summer Hours
 - i. Submitted proposal to Dr. Matson on Nov 27
 - ii. Dr. Matson stated we will receive a notice next week from Martha
 - iii. Martha from HR and Dr. Spindle will collaborate on memo and determine essential departments to stay open.
 - iv. Advance notice; easy-to-find communication efforts re: hours
 - v. "All departments considered closed Fridays at noon."
 - vi. Fridays begin on May 24 through August 5 (11 Fridays)
- Staff Development
 - i. Employee Award: Staff Council representative
 - ii. Assist with Employees Awards & Staff Development Day
- Committee Reports
 - i. URC
 - ii. VP Search for University Advancement (Julie)
- Staff Council picture!

