



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

# Agenda – September 12, 2018, 3 p.m. Modular Building B, BIC

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)
3. Review Minutes from both last month's meeting and Executive Committee
4. Treasurer's Report
5. Summer Staff Council Rockin' Social – Thank you!!!!
6. New Business
  - Budget – surplus rollover approved by Dr. Spindle & Chris Leach. We must spend it.
  - Madla Maroon Monday – mini-socials
  - SECC & Lip Sync Battle – Anthony Medina presentation. LSB is Oct. 31 & Halloween Costume Contest.
  - Intercollegiate Athletics – Sept 19, 2 to 3 p.m, CAB 405
7. Unfinished Business
  - Suggestion Box Item: Staff Council Sponsored Employee of the Month
    - i. Report from sub-committee: Teresa, Frank and Rachel





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- ii. Due in October
- Suggestion Box Item: Lockers in Madla Building
  - i. Both Sylvia Medel and Brandon reached out to Dr. Spindle. Dr. Spindle will look into it. Trish Hayes also reached out to Mick Deeds. Mick said he would look into getting a card reader put in.
- Suggested Agenda Item from Michelle Anguiano: University Emergency Fund
  - i. Report from sub-committee: Sarah, Rebeka and Michelle
  - ii. Due in October
  - iii. **\*\*Dr. Matson** mentioned that this is the first semester our campus has had an emergency fund for students. She stated that staff enrolled as students could qualify for these funds. She also stated that the Chancellor's Office helped set up the funding for this. She mentioned that we could also ask the Office of Student Counseling and Wellness if they had a list of community resources such as the Food Bank, SAMM ministries, etc. that would provide staff help during a time of crisis. Sarah has reached out to Rachel Lutz and Kathleen Frank about this and already received some information. Dr. Matson mentioned that a Staff Emergency Fund is atypical.
- Summer hours
  - i. Submitted raw data from survey to SC as well as previous SC presidents for feedback.
  - ii. Roughly 50% response rate
  - iii. The majority of staff said summer hours were beneficial and want them to return, even if in a different format.
  - iv. Negative comments need to be given the same weight.
  - v. COMMENT: Wasn't clear that supervisors in different departments could alter the summer schedule as needed.
  - vi. COMMENT: Questioned why we even needed to pick a modified schedule. Asked if we could just ask supervisors to pick a schedule that works best for their departments instead.
  - vii. COMMENT: Decide on a start time so all offices know when other departments are open.
  - viii. SUGGESTION: Create a Google doc where all departments report their summer hours so everyone knows when all offices are open. Post this to the website so it is visible to students as well as staff.





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- ix. SUGGESTION: Consider what the summer hours are but how this will be rolled out/communicated to everyone. What verbiage should we use (ex. limited staff during certain)?
  - x. COMMENT: Need to be consistent across the board.
- \*\*Dr. Matson** agrees with this last comment about consistency. She said it would be confusing to students if certain departments were open while others were not.
- Fill remaining seats for Gloria (EEO3), Debra (EEO3), EEO 4 and 5 are needed.
    - i. Brandon, Nancy and Larry need to schedule a meeting to go over remaining positions.
8. Committee Reports
- Committee assignments
    - i. URC – Brandon and Nancy
    - ii. 10 Year Event – Rebekah Delgado
9. Announcements
- Upcoming Events: All staff are encouraged to attend
    - i. Art Walk on Monday, September 24
    - ii. Mays Center Grand Opening, September 25
10. Adjournment

