



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Agenda – October 17, 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)
 - Ester Woodbury**, Student Functional Analyst (incoming, EEO #3)
 - Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)
3. Christian Harmon – Alternative Transportation Update
4. Review Minutes from both last month's meeting and Executive Committee
5. Treasurer's Report
6. Thank yous! Madla Maroon Monday & Intercollegiate Athletics Presents on Sept 19
7. New Business
 - Thanksgiving event
 - i. Will partner with Kathleen Curp and Sylvia Medel. Met with Kathleen on Oct. 12. Discussed SC paying for the turkey.
 - ii. Work with SGA on meal drive.
 - SECC Lip Sync Battle & Costume Contest





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- i. Oct 31 in Auditorium at noon
 - ii. Co-sponsored by SGA. Faculty Senate also sent out a mass email.
 - iii. \$150 H-E-B gift cards as prizes. May have pizza & drink combo.
 - iv. ALL members of Staff Council have enrolled in the SECC.
 - v. Staff Council could offer a prize for departments that are at 100% SECC contributions.
 - vi. Will need assistance in collecting tips, counting. Possible pizza serving?
- Quarterly Meetings
- i. Tentatively Nov. 8 at 9 a.m. (Topics: SEF, Summers Hours, Staff Spotlight Award, Alternative Transportation)
 - ii. CONFIRMED – January 8. Breakfast at 8:30, meeting at 9am.
8. Unfinished Business
- Suggestion Box Item: Lockers in Madla Building – DONE
- i. Joanna Benavides-Franke has taken ownership along with UPD
 - ii. Signage was place on lockers and doors notifying locks would be cut (one week). Locks were cut Sept 21
 - iii. Rec Sports will issue lockers to faculty/staff. Two lockers will remain reserved in women's by DOS for lactation devices. UPD will cut locks every evening.
- Suggestion Box Item: Staff Council Sponsored Employee of the Month
- i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
 - ii. Reviewed by all of Staff Council
 - iii. Review proposal
 - iv. Next steps – edits, other reviewers, implementation
- Suggested Agenda Item from Michelle Anguiano: University Emergency Fund
- i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Reviewed by all of Staff Council, including Francy in HR, and John LoCurto at Francy's recommendation for backend processes
 - iii. Review proposal
 - iv. Next steps – edits, other reviewers, implementation
- Summer hours
- i. COMMENT: Wasn't clear that supervisors in different departments could alter the summer schedule as needed.





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- ii. 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.
 - iii. COMMENT: Decide on a start time so all offices know when other departments are open.
 - iv. 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.
 - v. 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)?
 - vi. CONSIDERATION: ALL office except for essential services (security) are closed Fridays at noon. Employees can work with supervisors to alter schedule during the week to allow for childcare, etc.
- Constitution & By-Laws revisions
 - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
 - ii. Refine roles of executive officers
 - iii. Clarify language regarding EEO representation
 - iv. Next steps
9. Committee Reports
- Committee assignments
 - i. URC – Brandon and Nancy
 - ii. 10 Year Event – Rebeka Delgado and Brandon. Meeting Oct. 17.
10. Announcements
- Upcoming Events
11. Adjournment

