



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Agenda – December 12, 2018, 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. Dr. Matson Presentation to Staff Council re: revised admissions standards for freshmen (review November 12 Officers Staff Council Meeting Notes)
4. Lionel Cassin Presentation to Staff Council re: Duo
5. Review Minutes
6. Budget Review
7. News
 - Holiday Door Decorating Contest
 - i. Thank you to Julie and Francy for taking the lead
 - ii. Used \$150 in Staff Council funds
 - iii. Academic Learning Center, grand prize; Registrar, Jaguar Pride; Student Affairs, second place; Testing Center, third place.
 - iv. Thank you to all of those that stayed to volunteer at the Lights of Esperanza.
 - Team Picture – All Staff Meeting Jan 8?
 - Future meetings: All Staff Meeting Jan 8 in Vista Room (breakfast at 8, meeting at 9; Spring Convocation Jan 10 at 10 a.m.; Staff Council Monthly meeting Jan 16 at 3pm.





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8. New Business
 - i. Suggestion Box (Paula Garza): Staff that attend as students especially if they are on their 2nd or 2rd degree should not have to take with NSO.
 - I. Received response from Gretchen Doenges, Dec 10. As an institution we are required to provide Title IX and Suicide Prevention information to all incoming students. I have attached both legal documents with requirement details.” I have also attached the A&M-SA University Catalog with the current NSO policies are listed. Sent response back to Paula.
9. Unfinished Business
 - Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeke 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
 - ii. Received approval from Dr. Matson
 - iii. Next steps
 - Summer Hours
 - i. Submitted proposal to Dr. Matson on Nov 27
 - ii. Martha from HR and Dr. Spindle will collaborate on memo and determine essential departments to stay open.
 - iii. Advance notice; easy-to-find communication efforts re: hours
 - iv. “All departments considered closed Fridays at noon.”
 - v. 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)

