



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Meeting Minutes--Quarterly All Staff Meeting

January 8, 2019, 9 a.m.

Vista Room

Introductory Remarks by Brandon:

- [www.tamusa.edu/staff-council](http://www.tamusa.edu/staff-council)
- He pointed out the suggestion box on the Staff Council page and encouraged staff to use it.
- He mentioned that Staff Council has a Facebook page as well and encouraged staff to like our page and submit questions there.

Dr. Matson's Remarks:

- Shared governance is important. It's important for everyone to have an opportunity to voice their opinion. Brandon and executive staff council have been asked to bring forward any "hot topics" during their monthly meetings with her so the idea of using the suggestion box and bringing issues to Staff Council members is vital.
- She's asked Staff Council to take a look at the summer hours. We've come up with a proposal and it's on her desk. She will review and get back to Brandon soon.
- She's asked Staff Council to look at staff development and employee recognition. Staff Development Day will be coming again this year and we'll plan to elevate our L.E.A.D. programming.
- Staff Council is also taking employee welfare and employee recognition to heart. Brandon will share more later on in the meeting.

Spring Parking & Transportation, Budget Calendar and Facilities Update: Dr. Bill Spindle, Vice President of Business Affairs and CFO

- FY 2020 Budget Calendar: Jan 8-state legislative session begins, Feb. 4-20-preparation of budget, Feb. 21-budget requests due back to budget office, Mar. 11-URC convenes and budget request workbooks distributed for review, Apr. 8-URC convenes and recommendation made to Dr. Matson, May 9-recommendation approved by Dr. Matson, June 17-preliminary budgets due to Dr. Matson
- Parking: 72 parking spaces available for faculty and staff hopefully next week due to completion of STEM building



TEXAS A&M UNIVERSITY - SAN ANTONIO

### Staff Council

- Slip Lanes: FY 20 changes—slip lanes will require a “slip lane” parking permit, the university will take over regulation of parking rules and fees surrounding slip lanes, inter-local agreement on these to be finalized in Feb. 2019, fee will be based on proximity to campus, fees will contribute to parking auxiliary fund and aid in future development of parking lots and parking operations
- Lime Scooters: Lime is the company chosen to perform a semester long pilot program and will be reviewed by a committee during the summer. If successful, university will perform an RFP and allow scooter companies to submit proposals to operate on our campus. Goal: to provide convenient, quick, and fun method for our students to get from their vehicle to campus. There will be designated no parking/no scooter zones and specific pick up/drop off areas to ensure safety and accessibility. Timeframe for rollout of Lime scooters: late February 2019.
- Visitor Parking Changes: These spaces are currently abused by non-permit purchasing students, faculty and staff. Looking into an app (Park Mobile) to provide more robust visitor parking and discourage abuse and looking into charging an hourly fee that would replace free visitor parking. If departments had visitors coming they would be able to pay for the fee in place of the visitors.
- VIA: Starting January 7<sup>th</sup> we now have route 672 (no longer 520) and will operate in 30 minute intervals, will operate seven days a week.
- VIA Trans: will also operate seven days a week, new VIA Trans company called MV Transportation
- Athletics: Join NAIA and Red River Conference in Fall 2020
  - In 2020: Soccer (M/W), Women’s Softball, Men’s Golf
  - 2021/2022: Basketball (M/W), Women’s Volleyball, E-sports
  - Future: Men’s Basketball, M/W Cross Country/Track, M/W Tennis
- Next Steps: Students have to vote on a \$10/SCH Athletic Fee (hopefully done in February), legislative bill and regents’ approval needed
- He reviewed map of projected facilities projects:
  - Academic and Administrative Building Phase I (currently being designed and construction to start in May)
  - Next is “Library Building” (or phase II of academic and administrative building), hoping to get funding for this during this upcoming legislative session
  - Rec Center is also in the works along with a softball field and a soccer field
  - More parking will be coming (lot 4)



TEXAS A&M UNIVERSITY - SAN ANTONIO

### Staff Council

- In the future we'll have a Charter School to ultimately offer a K-8 education on campus, eventually will become a high school
- Another building coming called a Consolidated A&M Building and Innovation Center (for faculty to work on research)
- Modular C is supposed to be ready at the end of this week so move in can occur next week
- Verano Parkway has been renamed Jaguar Parkway

#### Student Affairs Update: Dr. Melissa Mahan, Vice President for Student Affairs

- Reorganization: Student Transitions and Family Programs is now in their area
- Executive Director for Campus Life and Immersion (Julie Eddards) has started
- Gretchen Doenges is a new Assistant Director who will be coordinating Jag X and NSO, Ana Flores is working with family programs
- They will have a Coordinator of Transfer Student Engagement position that will be posted soon to focus on transfer students more.
- Rec Sports is now housed in campus life and immersion.
- Cheryl Le Gras is now the Director of Learning Development Training. She's focusing on student leadership development and will be launching Franklin Covey content and Clifton Strengths content.
- They have a Director Position for Student Involvement that has been posted.
- Heather Olague answers questions about Jaguar Tracks, Common Read
- Student Counseling and Wellness will be closed to move from January 14-21.
- Student Affairs report coming to their website soon so watch for it, hopefully posted by next Friday.

#### Admission/Recruiting Update: Dr. Brandy McLelland, Vice President for Enrollment Management

- New publications out from their area such as the Viewbook that was available during the meeting
- Admissions has streamlined their workflow to include three teams: freshmen, transfer recruitment, and processing. This is allowing them to work better with their contacts and with processing students.
- Scholarships: They have already begun working to notify students who have received the school's Top 10% scholarship that they have qualified for them. Swag



TEXAS A&M UNIVERSITY - SAN ANTONIO

### Staff Council

bags went out over the break to students who have applied and qualified for the scholarship.

- What can staff do to help their area? Serve as staff ambassadors and tell people in the community all of the good things that are happening at our campus as we continue to grow. Report back to the Admissions Office where you were when you were talking with potential students or if you were working with a community organization, give that information to the Admissions Office so they can follow up and continue to grow the enrollment. She also asked that we be in communication with the Admissions Office about the work we're doing in our offices and how we're affecting students so that Admissions staff can relay those stories to prospective students.

University Advancement Update: Dr. Richard Ortega, Vice President for University Advancement

- How do we go after external support? He introduced Lucy Herrera, our Grant Writer. Their office has come up with a process that will allow us to still pursue outside funding by it would be funneled through them. Often times they are already pursuing funding from larger organizations for similar topics. There is a form that's been developed but Lucy is still working on a guide to go with it. Come talk to their office first if interested to determine if your interest is in line with the institution's mission.

Employee Development Day/Staff Awards Update: Martha Gonzalez, Chief Human Resources Office

- Employee Development Day: End of May/Beginning of June-will include a motivational speaker, breakout sessions, wellness awards, etc.
- Meetings have begun: Decorating/Breakout Sessions/ Menu/Food and Communications are all subcommittees and anyone interested can join
- Staff Awards: first year we'll be giving these out, must be a staff member in full time position that's budgeted, must be in good standing with department, have to have been employed as of Sept. 1 of current year, VP level and higher not eligible
- "On a Mission to Excellence Award" (show innovation), Rising Professional Award (not a manager and worked in higher education for less than five years), Outstanding Professional Award (manager, worked in higher education for more



TEXAS A&M UNIVERSITY - SAN ANTONIO

### Staff Council

than five years), Jaguar Excellence Award (group award, can include a task force or a committee)

- Winners get plaque, \$1,000, recognition
- Call for nominations in early spring, winners announced at annual employee development event, applications open for 3-4 weeks

IT Update: William Griffenberg, Associate Vice President for Technology, CIO

- IT is trying to change the way they are perceived so they've updated several user experience settings: ease of use for guest wireless access, extended password expiration durations, extended workstation timeouts, they have created a rapid response team focused on customer care, changed communication to encourage an atmosphere where staff, students and faculty can suggest and make comments on the way IT can assist them
- They are re-envisioning IT Governance, establishing state-of-the-art infrastructure to include network, servers, storage, they are working on wireless upgrades, classroom technology and security. The goals of these changes are to bring Banner in house and bring up laser fiche.

DUO Update: Lionel Cassin, Information Security Officer

- Need to enroll again in DUO even if you're using it now to sign in to SSO. Enroll at [duoportal.tamusa.edu](http://duoportal.tamusa.edu).
- Optional enrollment right now but will become mandatory after Spring Break for Blackboard. They are working on adding it to our email.

Closing Remarks:

- Brandon asked new staff members who joined the university within the past few months to stand and be recognized.
- Watch for a vote probably at the end of this week regarding amendments coming to the Staff Council Constitution.
- Modified Summer Hours: proposal submitted to administration ahead of schedule, more coming on this in the next few weeks
- Initiating a Staff Emergency Fund: In the final stages of this, would be for our staff in need, maximum award is \$500, working on means of generating funds
- Employee Spotlight: Initiating a program for recognition but also awareness of what other staff do on campus, award is preferred parking spot along with other



TEXAS A&M UNIVERSITY - SAN ANTONIO

## Staff Council

forms of recognition (HR e-blast, website, etc.), criteria and nomination process coming soon and in the final stages