



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – February 13, 2019

3 p.m. Modular Building B, B1C

1. Call to order
2. Members Present:
 - **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)
 - **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)

Members Absent:

- **Ana Flores**, Coordinator Bridge & Learning (incoming, EEO#3)
- **Frank Sanchez**, ITS Project Manager (returning, EEO #3)

3. Review Minutes
4. Speaker: Kim Nanez re: SACS Reaffirmation Committee visit in March
Part of this upcoming visit is a QEP (Quality Enhancement Plan) and this has been submitted to SACS. A&M-SA's focus is Quantitative Literacy (QL) and the goal is to work this into as many classes as possible. The name of the plan is Connect the Dots. Kim provided handouts with the goals of the QEP and an executive summary. In addition to surveying the courses offered here on campus, co-curricular activities will be examined as well for possible QL infusion so Kim may be reaching out to some of us about this. Kim will be tabling all over campus during the next two weeks to spread the word about Connect the Dots. She has met with SGA and CAB already. Teresa suggested Kim reach out to Dr. Mahan for the PLC classes to get the word out that way. Kim mentioned that they are in the process of hiring a QL Director.
5. Speaker: Christian Harmon, FY20 Parking Plan
Christian started in September of 2018 with the establishment of the Dept. of Transportation.





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- Parking is considered to be an auxiliary service and therefore must be self-sustaining in terms of funding. When Christian was an intern he noticed we were losing money because of the construction of Lot 3, hence the raise in permit prices. Please send him any more feedback you have. He wants to make the system better!
- Slip Lanes: Over the past few years this area has been completely owned by the city so these spaces have been utilized by people who want to park for free. City street parking will no longer be free as it is not a sustainable model. In January, 2019 the University signed an agreement with the city to start managing the slip lanes.
- Christian stated that for universities, you want to see about an 80 to 90% participation rate from students buying permits but currently we're around 40 to 45%.
- Rachel asked if we've thought about making it easier to pay for the permit. For example, could we roll the cost of the permit into their tuition or allow a payment plan?
- Christian mentioned that Alamo Colleges currently charges a \$25 flat fee to all and this gets funneled into the Parking funding/budget and anyone can park anywhere. Rachel stated that at the Alamo Colleges if students don't have a car they get a bus pass for the \$25 fee they are paying.
- Christian stated that Dr. Spindle and others wanted the parking to remain an opt-in system so students aren't forced to spend the money (and since we still have the free parking for a little while longer).
- With this new agreement with the city, there is a revenue share component (if we collect revenue, the city will get 25%).
- Esther asked if the student parking participation rates don't increase, will they rethink the parking and potentially start charging a flat fee. Christian said yes, they would have to.
- Michelle mentioned she would love to see the whole parking area redone since she's concerned about hitting students who are walking along Verano Parkway.
- Christian stated that part of the funding would go to the maintenance of the areas along the slip lanes.
- Price models for the slip lane: hourly parking vs. parking permit or maybe both. One idea is that parking would be based on proximity so if you wanted to park closer you would pay more and if you parked farther away, you'd pay less. There are about 600 spaces in the slip lanes (about the same size as lot 2). Teresa thought it might be a logistical nightmare to maintain the various zones along the slip lanes. Teresa also echoed Rachel's point about finding a different way to pay. She also mentioned she doesn't want VIPs having to deal with a parking meter so we need to look into our visitor parking system more. Julie asked if there would be a limit on the number of permits sold for each zone and Christian said yes.
- Julie mentioned that she knows faculty/staff who are willing to pay even more than we pay now to have a reserved spot and asked if this has been considered as a way to make money.





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- Visitor Parking: these are currently misused by students, faculty and staff. Suggestion is to have a paid hourly model. Department invited guests would be granted free access for a limited time to park and meet with guests on campus. Arrangements for this would need to be made prior to the event.
 - Currently there is a form to request visitor parking online and Christian's team usually turns this over in a few hours, at most a day. This system will stay in place. They were looking into a park mobile app for these spaces. One idea was to turn the temp lot into the visitor parking, charging \$2/hr. Ashley mentioned moving the visitor parking even further away from Madla (where tours end) doesn't sit well with her. Teresa mentioned that having the modular buildings be a visitor's first impression of the campus is not a good one. She suggested moving the visitor parking to where the construction used to be when the Sci/Tech building was being worked on. It doesn't get used much now since there are lots of closer faculty/staff spaces.
6. Budget Review (see below in New Business, Staycation section)
7. New Business
- Frank Sanchez leaving University: Last day is tomorrow (Feb. 14) so Brandon asked if we wanted to replace him. (It will be a three month term if we opt to fill it.) The consensus is to not replace him since his term is so short.
 - Suggestion Box Item: Paula Garza Re: Classified ads
 - i. Have a faculty/staff Classified ads link put in the Growler. Something that is professional. I worked at Southwest Research Institute and it was well kept for multiple divisions to review/add.
 - ii. Response from Nan Palmero: Thank you for the email. This is not an item that can be added to The Growler since it's not for all faculty, staff and students.
 - Suggestion Box Item: Anonymous, Vote on which holiday to give up
 - i. I think we should have a vote about which holiday we should give up in order for us to have the whole week of spring break off. Coming from the Alamo Colleges we sacrifice Memorial Day in order for the Colleges to be off the entire week for Spring Break.
 - ii. Response from Martha Gonzalez: Staff Council currently provides recommendations to the Cabinet for the holiday schedule, but in consideration of this feedback, the process to select the days for our holiday schedule is under review for modification to allow for more campus employee input. This process will also include advising our employees of the board required days for closure for all system members.
 - iii. Some of what's needed may just be additional information sharing; for example, one of the suggestions made in the feedback was that we give up Memorial Day in order to gain another Spring Break day, but Board policy prohibited opting not to observe Memorial Day. There are several days that the system board require all system members be closed, this year the required days for closure were – Thanksgiving Day, Christmas Day, MLK Day, Memorial Day and July 4th.





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- iv. Rachel mentioned that we just need to make this information more widely known to staff members so they know this is coming from the system level and not just HR or Staff Council. She suggested that when they list the system holidays Martha include an asterisk stating “system required” holiday or something similar.
8. Unfinished Business
- Staycation
 - i. Analysis of budget: Administrative Professionals Day, End of Year Awards/Lunch, Madla Maroon Monday? Brandon put together a handout detailing what remains in the budget (\$4,927.04) after all of our current expenses so we have quite a bit left. Even after subtracting out upcoming events in the summer/right before the start of the fall, we still have close to \$3,000!
 - ii. Costs of movies: About \$1,760.00 to include rights to show the movie, food (maybe even Cheesy Jane’s) Delorean rental, props. Brandon would love to have the Delorean on the sidewalk right outside the auditorium so people could take pictures.
 - iii. Julie suggested we raffle off prizes as an incentive to get people to stay. She asked if we could we use some of the money from the Marty impersonator or the Delorean for these instead. Rachel asked how many people we expected to attend this because she thinks the food prices are low. Could we ask Dr. Matson to let us get off at 3pm so that staff can attend? Even 4pm? Sounds like there is a consensus to move to one big event instead of two on the Friday afternoon of Spring break. Teresa seconded Julie’s suggestion to have prizes but raffle them off as the afternoon continues and have the prizes get bigger as the afternoon continues.
 - iv. We need a decision by_____
 - Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Still waiting for Memo from Jessica Loudermilk
 - 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-skipped this due to time constraints
 - iii. Next steps – edits, other reviewers, implementation
 - Constitution & By-Laws Revisions
 - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
 - ii. Still waiting for Memo from Jessica Loudermilk
 - 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.





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- 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)
- vii. Still waiting for Memo from Jessica Loudermilk
- Committee Reports
 - i. URC
 - ii. VP Search for University Advancement (Larry)-candidate has been selected but cannot announce who it is yet
 - iii. Employee Awards & Staff Development Day-Set for June 5th, will be bigger and better than last year! Will be using the back of CAB, modular A, the pavilion, the Vista Room, and the soccer field. The sub-committees have been formed, and they are waiting for approval from Dr. Matson regarding the theme, Mission Possible. More volunteers are still needed so spread the word.

