



TEXAS A&M UNIVERSITY - SAN ANTONIO

## Staff Council

# Minutes – March 13, 2019, 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)

### Members Absent:

- **Secretary – Sarah Timm**, Public Services Manager (incoming, EEO#3)
- **Parliamentarian – Larry Ynman**, Academic Advisor III (returning, EEO#3)
- **Francy Leal**, Senior Human Resources Generalist (returning, EEO#3)
- **Rachel Montejano**, Registrar (incoming, EEO#1)
- **Lucilla Vasquez**, Admissions Counselor II (returning, EEO#3)
- **Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)

3. Review Minutes
4. Budget Review
5. New Business

**Due to time limitations, the budget review was moved to next meeting agenda.**

**It was noted that the number of items coming into the suggestion box was growing.**

- Suggestion Topic Item (Michelle Anguiano): Parking in front of Modular C
  - i. Some of my fellow staff members want to know if anything can be done about the parking situation in front of the modular. They are wanting to see if it can be converted back to faculty/staff parking as currently it is student only parking.  
**Open discussion – suggested that they should put the faculty/staff parking area forward and move the students back a bit.**





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- ii. Nancy mentioned that there is not a clear walking path from the current faculty/staff lot to modular C. She stated that you have to walk across grass that is sometimes wet and often cars are going through the parking lot quickly so safety is a concern. Brandon mentioned he's seen someone peel out as well. Nancy suggested that a speed bump might help. Dr. Matson asked Martha to get involved and work with Christian on a solution.

**Open discussion – Do a work request for lines to be painted. Discussion about creating a “loading zone” area**

**ACTION ITEM: Staff Council representative on the Parking Committee: Ana Flores**

- Suggestion Box Item (Anonymous): Scooters on campus
  - i. As cities and local businesses are starting to ban scooters, should we really be looking to bring scooters on campus? We need to make sure we are providing safety to the scooter drivers as well as to students, staff, and faculty who could be injured by a scooter. Also, with no nurse on campus, how are we going to handle injuries on campus?
  - ii. Response from Christian Harmon: Based on the research we have done looking at other universities, some much bigger than ours, having scooters operate on campus can have much more positive benefits versus negative if proper regulation, signage, and public education about safety is implemented alongside them. We have identified that the size of our campus and expected future growth, proper foundation of a scooter program will yield a positive value to our students and community members. References the claim from the feedback form, the surrounding cities are not banning them entirely, but are placing regulations on how scooters operate. As stated above, we believe with the size of our campus and what we are going to grow into, that the scooters will be a positive addition to provide an alternative transportation option for students to use to get between the campus and where they parked their vehicle. We anticipate injuries will be minimal as our campus is still small and regulation will not be as difficult as a larger campus (such as the size of UT or A&M-College Station). However, planning for anything serious, the nearest ER is Southwest General Hospital, a short 3.7 miles away from campus. Similar to bikes on campus, maximum efforts on our part cannot stop all possible incidents from happening, however we do intend to make every effort possible to prevent one.
  - iii. Brandon mentioned that because this was an anonymous submission, we'll be sure to post the minutes online for review. Dr. Matson stated that there are lots of opinions on scooters. Nancy mentioned that with military riding motorcycles, they are required to take a safety training course first so she thought something similar for scooters might be helpful.
  - iv. **ACTION ITEM:** Put together a small group of staff (3 to 5 people) to meet with Christian to discuss possible pros and cons of scooters on campus. Dr. Matson feels like staff are on campus longer hours than faculty and students (with the





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exception of residents) so they have a good perspective on potential issues with scooters.

**Christian has created the Parking and Transportation Advisory Committee to discuss this issue and other parking and transportation issues. Ana Flores volunteered to be the staff council representative for that committee.**

- Suggestion Box Item (Anonymous): Student Designated Drop Off
  - i. Student Designated Drop Off. It seems all morning PD is issuing tickets for students being dropped off in front of campus. Would it not be smarter for PD to have a designated drop off location with signage, possibly the turnaround behind CAB in between CAB and the Modular buildings? The concept would be similar to how the AT&T center handles drop-offs.
  - ii. Response from Chief Davidson: People being dropped off in front of the fountain does the following:
    - Blocks others from gaining access to lot 1, Esperanza Hall, Patriots' Casa, blocks the bike lanes, pedestrian crosswalks and general congestion into the intersection of University and Jaguar Way.
    - When they drop off, they usually make an illegal U-turn from the fire zone (in front of the fountain) causing a traffic hazard for those who are using the legal traffic control devices at University and Jaguar Way.
    - I am not aware of any citations being issued except those making the illegal U-turns which are usually warnings (unless there are aggravating circumstances).
    - Personnel are welcome to use lot #2 (east of the auditorium) or the circle area directly behind the CAB.
    - We had signs posted last year informing people to drop off/pick up personnel in the parking lots, but were told to remove them.
  - iii. Dr. Matson will talk with Dr. Spindle about this. She is happy to examine the situation in more detail as it will most likely happen more as the university grows. She mentioned that the campus wasn't really designed initially with a drop off area in mind.

**Open discussion – included ideas of creating signage directing people to drop-off area and utilizing the Welcome Center spaces in front of Madla as a drop-off zone.**
- Suggestion Box Item (Anonymous): Vacuuming Madla Building
  - i. Madla offices do not get vacuumed unless a ticket is submitted to facilities. Even if the ticket is submitted, it is closed without the request being completed. Not certain what the contract states with the cleaning company that we currently have, but there should be a standard that the offices are vacuumed on a daily/weekly basis.
  - ii. Why do we need to submit a request to have offices vacuumed? This used to be done on a regular basis or all the time.

It seems like the cleaning of offices duties have drastically changed and has created





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the creation of dusty offices and uncleaned office areas.

I hope this changes. I wonder if other staff are having the same issue or is it only in certain locations, buildings or offices.

- iii. Response from Mick Deeds: Without knowing specifics of problem areas, I have discussed with the cleaning company in particular their manager and regional manager and they do a detail cleaning of the offices weekly and spot vacuum daily (daily and weekly done in mornings). They have assured me they will follow up with this task. This will be an emphasis on my weekly inspection of cleaning going forward. I pulled the work orders for the last three months in Madla and there were three work orders placed for vacuuming and cleaning of the breakrooms.
- iv. Dr. Matson will follow up with Dr. Spindle about this.

**Open discussion – several thoughts/ideas were given:**

- Vacuuming is an issue everywhere
- Custodians only have time to pick up the trash, their work hours are 3 a.m. – noon and the company dictates the amount of time allowed per office
- Testing Center had to schedule a vacuuming time as a standing appointment during work hours

**ACTION ITEM: Need signs for the bathrooms that tell where to call if service is needed**

**ACTION ITEM: Keep this item on the Executive Meeting Agenda**

**ACTION ITEM: Create a satisfaction survey regarding custodial services**

- Suggestion Box Item (Anonymous): The snack machines on this campus are horrible. It's not obvious when they are or aren't working and it takes your money without giving you the snack. When you choose the option to get your money back it never comes out.
  - i. Response from Daniel Garza: Johnny Guevara contacted our vending machine vendor and informed them of the issues we are incurring. I directed Johnny to insist we have signage on ALL Vending Machines containing a point of contact for system failure, or reimbursements.
  - ii. Johnny will follow up with Brandon when the signage is installed.

**Open discussion – You can fill out a form with Student Business Services for vending machine reimbursements, but not all people know this.**

**ACTION ITEM: Follow up with Dr. Matson as an agenda item when the signage is in place.**

### 6. Unfinished Business

- Staycation
  - i. Assigning of duties
    1. Serving – Ester & Nancy
    2. Cleaning – Teresa, Rebeka, & Julie
    3. Popcorn – Ana & Ashley
    4. Help with raffle prizes (giving out tickets) – Francy & Miriam





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### Open discussion –

- Confirm with Chartwell's regarding possibility of cross-contamination during serving. Esther will volunteer at the food station to monitor utensil usage to watch for cross-contamination issues.
  - Facility request for cleaning the Auditorium following the event
  - Staff Council to dress up in 1980s, 1950s, retro A&M shirt, or wear Staff Council polo
  - DeLorean arrives @ 11-11:30; Staff Council arrive @ 11:30
- Suggestion Box Item: Staff Emergency Fund
    - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
    - ii. Update – Last meeting with Dr. Ortega; Dr. Matson said move forward
  - 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 Petersen
    - iii. Move to Quarterly

**ACTION ITEM: Teresa to schedule meeting with Brandon and Rachel to review revision to program.**
  - Constitution & By-Laws Revisions
    - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
    - ii. Constitution on website – Rebeka confirmed it is posted on webpage.
  - Summer Hours
    - i. Fridays begin on May 19 through August 13
    - ii. Received memo from President Matson
    - iii. Each VP is responsible for determining which departments are eligible to adopt early closure hours and providing a list for Cabinet approval by March 1.
    - iv. Departments not eligible for early closure are encouraged to consider flexible summer work schedules. Flexible scheduling plans without office closure are subject to approval by the managing VP for the department but do not require Cabinet approval.
    - v. Marketing & communications will be charged with communication. Dr. Matson said that Jessica Loudermilk should be working with the Office of Marketing and Communications to help get the word out but that she would follow up with her.
  - Committee Reports
    - i. URC –scheduled to meet on March 18<sup>th</sup>
    - ii. VP Search for University Advancement (Larry) – completed, Jeanette DeDiemar hired
    - iii. Employee Awards & Staff Development Day - scheduled for the beginning of June

### General suggestion was made regarding the Walking Challenge:

- Have a picture with team names published so you know who you are competing against





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Meeting adjourned at 3:49 p.m.



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