



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – May 15, 2019, 3 p.m. Modular Building B, BIC

- I. 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)
 - **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)
 - **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)
- Members Absent:
 - **Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)
3. Review Minutes
4. Budget Review – Per Teresa we are still waiting for items to post to our account. She will stay in effect until we get a new treasurer to finalize everything and hand off a reconciled budget to the new treasurer.
5. New Business
 - Nominations for 2019-20 Staff Council are underway.
 - i. Please encourage folks to nominate; you can nominate too.
 - ii. Nominations end this week; voting is next week.
 - Staff Evaluation Schedule
 - i. Please submit your feedback (if any) to Francy and Martha by this Friday.
6. Unfinished Business
 - Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Update – Sarah noted that she, Rebeka and Michelle had a meeting scheduled with Dr. Ortega last Friday but unfortunately he was out sick. The meeting has been re-scheduled to next Thursday, May 23rd. We hope to gain an understanding from Dr.





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Ortega about what is involved if we decide to do a raffle and accept cash donations for the fund at the upcoming Employee Development Day.

- 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. Move to Quarterly
 - iv. Brandon has submitted everything to Dr. Matson and it's been approved.
 - v. **ACTION ITEM:** Brandon needs to draft a memo to go out campus wide explaining how everything works and hopes to get this out next week.
- Summer Hours
 - i. Begin next Friday (that's the first day you can leave early) so flex scheduling starts next Monday.
- Committee Reports
 - i. URC – Per Nancy they are reviewing the budget but nothing substantive to report
 - ii. Employee Awards & Staff Development Day – This will be held June 5th from 8am to 4pm. Per Francy, the Escape Room sessions are almost full so if you're interested, RSVP soon. Tours of the Residence Hall are already full. There are still spots available in archery tag and some of the other break-out sessions. The "Go Live" of the Safe 2 Save is same day. If you forget to sign up for multiple breakout sessions and just sign up for one session, you can work directly with Francy or Fernando to register for more sessions. Francy mentioned that in between the auditorium and the cafeteria, they will be serving water, corn in a cup, paletas, fruit cups, etc. to enjoy in between sessions. Francy confirmed that they did receive nominees for the four categories of Staff Awards. They will be serving a full breakfast from 8 to 8:30am. Rachel asked, "What about offices that can't close for the day?" Francy will go back to Martha to ask if offices can close and will ask her to reach back out to Rachel with further information. Lucilla mentioned to talk with the Welcome Center as well because they can almost never attend. It was recommended that in the future perhaps Dr. Matson could give her blessing for offices to close during Employee Development Day. Teresa recommended that HR try to ensure the people receiving the awards be present. Julie recommended the VPs ask for all those nominated be in attendance. She will take this idea back to the committee.
 - iii. **ACTION ITEM:** Brandon recommended that Martha reach out to Brandy McLelland to discuss at an executive level concerns about employees from the Welcome Center, Admissions and Registrar being able to attend.
 - iv. Parking and Transportation Committee - (shared by Rebeka and Ana) All parking spaces not designated as visitor spaces will be required to have a permit (and this include slip lanes).
 - I. \$90 per year for students or \$45 per semester, \$120 for faculty/staff for the year





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2. Students are now required to buy a parking permit but there will be an option to pay the parking permit cost with financial aid (but it will be the last item on the list so all other fees will need to be paid first).
 3. Several members of Staff Council suggested Christian notify students about this change now or ASAP so they know they need to buy a permit.
 4. Visitor parking will be paid for by the hour (for unannounced visitors) but you can still request a permit for vendors and other visitors you know are coming ahead of time using the online form.
 5. Teresa mentioned that all of this information was already shared at the two public forums with faculty, staff and students and they didn't receive negative feedback.
 6. Rachel mentioned that there should be an opt in for students to have this added to their financial aid.
 7. A solution is needed for walk-in visitors to have visitor parking. It was recommended that Lucilla make an appointment with Christian to discuss this further.
 8. **ACTION ITEM:** Brandon recommended Rebeka start a Basecamp discussion about this so Staff Council members can provide feedback that Rebeka and Ana can take to the Parking and Transportation Committee.
- v. Nancy would like to set times for Staff Council monthly meetings ahead of time. She also wants to set the All Staff meetings in advance and might be looking for our feedback.
- vi. Final Remarks: Brandon came in with the goal of branding Staff Council and making it the voice of the Staff. He's very proud of what we accomplished and it really felt like a team effort.

