



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – June 19, 2019, 3 p.m. Modular Building C Conference Room

1. Call to order: Nancy thanked everyone for accepting this additional duty.
2. Roll Call – Introductions were given by those in attendance.

Members Present:

- **President – Nancy Larson** (Class of 2020, EEO#1)
- **Alicia Barthel** (Class of 2021, EEO#3)
- **Hugo Cantero** (Class of 2021, EEO#3)
- **Liz Chavez** (Class of 2021, EEO#3)
- **Rosalinda Dietzmann** (Class of 2021, EEO#3)
- **Cristina Dominguez** (Class of 2021, EEO#1)
- **Hoyt Garner** (Class of 2021, EEO#3)
- **Rosanne Gutierrez** (Class of 2021, EEO#4)
- **Miriam Magdaleno** (Class of 2021, EEO #3)
- **Sarah Timm** (Class of 2020, EEO#3)
- **Ester Woodbury** (Class of 2020, EEO #3)

Members Absent:

- **Jarrick Brown** (Class of 2021, EEO#3)
- **John De La Rosa** (Class of 2021, EEO#3)
- **Juan Espinoza** (Class of 2021, EEO#3)
- **Rachel Montejano** (Class of 2020, EEO#1)
- **Priyangana Risal** (Class of 2021, EEO#3)

3. Review of Minutes
4. Budget Review – Nancy stated that we have \$1,870.00 that we need to spend by September 1st. We have some items we're planning to pay for right away that will cost an estimated \$1400 out of what we have left, but if members have other ideas about what we can spend the remaining funds on, please let Nancy know.
5. New Business
 - Officer Elections – Nancy stated that those elected to officer positions would also attend monthly meetings with Dr. Matson. Nancy hopes to spread the wealth as much as possible so she will be looking for help from Staff Council members and officers. The Constitution has been revised and is on the Staff Council website. Nancy recommends all members take a look at it. Nancy would prefer returning members to serve in executive officer positions but we can also accept incoming Staff Council members to serve in these positions as well.
 - i. President Elect: Nancy nominated Miriam Magdaleno and Ester nominated John De La Rosa. Since John was not present at the meeting, Nancy said she would reach out to him to see if he was interested and if so, she would send out a vote via





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email for this position. John declined the nomination and Miriam was elected as President-Elect via email after the June 19th meeting.

- ii. Secretary: Hoyt and Cristina nominated Sarah Timm. A vote was taken and all were in favor.
 - iii. Treasurer: Prior to today's meeting Nancy asked Rachel Montejano if she would like to be treasurer since she has access to and knowledge of a p-card and p-card processing. She accepted the nomination. A vote was taken and all were in favor.
 - iv. Parliamentarian/Historian: Per Nancy, this person would create a synopsis of what happens on Staff Council during the upcoming year and would help us stay in line with Robert's Rules of Order. Nancy nominated Ester Woodbury for this position. A vote was taken and all were in favor.
- Proposed Standing and Special Committees
 - i. Nancy would like all Staff Council members to participate in at least one committee. She will provide us with more direction before the next meeting and will be reaching out to individuals to determine the point person for the committees.
 - ii. All Staff Meeting Planning Committee (2018-2019 dates below)
 1. **Members:** Hoyt, Alicia, and Sarah. Sarah will be the point person. Jarrick confirmed with Nancy outside of the meeting that he will serve on this committee as well.
 2. Aug 9 (breakfast provided by the Office of the President)
 3. Nov 21
 4. Jan 8 (breakfast provided by Office of the President)
 5. Apr 17
 - iii. Social Committee – Summer, Fall, and Spring Events (2018-2019 dates below)
 1. **Members:** Liz and Rosanne, Jarrick and John confirmed with Nancy outside of the meeting that they will serve on this committee as well. John will be the point person.
 2. Aug 20 Rockin' Summer Social
 3. Oct 31 Halloween/Lip Sync Contest
 4. Mar 15 Back to the Jaguars Staycation
 - iv. Community Service Committee – Staff Emergency Fund, school supplies, food drive, etc.
 1. **Members:** Sarah, Rosalinda and Cristina, John confirmed with Nancy outside of the meeting that he will serve on this committee as well.
 - v. Appreciation/Recognition Committee – Employee Spotlight, Administrative Professionals Appreciation
 1. **Members:** Cristina and Alicia
 - vi. Marketing/Communications/Website/Facebook Committee
 1. **Members:** Hugo, Liz, Miriam
 - vii. Special Committees (may be created from Suggestion Box Issues):





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1. Parking and Transportation Committee – Hugo volunteered to be the Staff Council representative and attend these meetings.
 2. Pay Rates Working Group – This would be a summer working group with HR. Nancy wants 3 to 4 members from Staff Council working on this with the goal to have a presentation at a Staff Council Quarterly Meeting. Rosanne, Ester and Rosalinda volunteered to be on this working group.
- Monthly meeting schedule – Nancy would like to get dates on the calendar as soon as possible not only for monthly meetings but for all staff meetings as well. She wants to pick the very best dates for the greatest amount of people and would like to have touch points in all areas of campus.
6. Unfinished Business
- Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm
 - ii. Update – Sarah gave a quick background on what the fund is and Nancy provided a copy of the proposal to all in attendance. While the fund has been approved by Dr. Matson, we have not released much information on it because we want to raise money for it first. Sarah, Rebeka Delgado, and Michelle Anguiano have already met with Richard Ortega to discuss possible fundraising options. Raffles can be a bit tricky/sticky so our main focus will be to encourage staff to donate to the Staff Emergency Fund (SEF) during the SECC in the fall. Sarah also stated that currently anyone can make a donation to the SEF via the A&M-San Antonio Foundation's home page. Martha Gonzalez suggested we investigate if it would be possible for employees to deduct a portion of their paycheck and put it towards to the SEF. Sarah has reached out to Lloyd Butler and he has contacted Workday Services about this. Nancy mentioned that Jarrick offered for Staff Council to have a booth during Fall Fest on October 19th from 12 to 6pm where we could sell something to raise money for the SEF. Miriam is seeing a shift away from corporate gifts in her department so Staff Council will probably need to raise the majority of the money on their own. Nancy sees this as a major point for the Community Service team and wants us to come up with a plan to raise money and publicize the fund.
 - Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
 - i. Sub-committee: Rachel Montejano
 - ii. Update – Per Nancy we have already received some nominations. The winners receive a certificate presented by Dr. Matson if she is available as well as a preferred parking space. The handout given out about the Employee Spotlight Program is a bit out of date in that it should reflect quarterly award winners versus monthly award winners. Nancy mentioned that she needs to ask if the parking space then can be used for two months instead of just one. Miriam suggested it would be awesome to have a “cut in line” card for Chartwell's as a future prize.





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- **ACTION ITEM:** Everyone who is new to Staff Council should send Nancy their shirt size as soon as possible. Ester asked if she could get a new shirt since she joined Staff Council late last year and only had men's larger shirts left to pick from. Nancy said that would be fine.
- **ACTION ITEM:** Nancy also needs a photo for the Staff Council website and bio information from new members including:
 - i. Current position at A&M-SA
 - ii. Number of years at A&M-SA and in higher education
 - iii. Why did you accept the opportunity to serve on the Staff Council?
 - iv. What do you hope to accomplish this year?
- Nancy stated that Dr. Mary Kay Cooper asked if Staff Council would be interested in having our own chapter of Toastmaster's. Nancy will get some more information from Dr. Cooper on how she sees this functioning.
- Suggestion from Ester: Tuition waivers that could be used by dependents for staff working at A&M-SA. She would also like to look into the possibility of a program during the summer where A&M-SA staff could bring their children. Ester stated that at UIW, staff received a 100% discount on tuition and their dependents got tuition assistance as well.
ACTION ITEM: Alicia will investigate if other A&M system schools offer tuition assistance for dependents. Alicia seconded both of Ester's ideas. Miriam mentioned that the summer programs we currently have operate on a contract to use our space. Rosalinda liked the idea of our staff being able to bring their children to work as part of a summer camp. Ester feels like we need to start somewhere. Nancy thought it might be a good idea to survey staff to see what the interest level would be in something like this. Perhaps our students might be interested as well? Hoyt suggested we use our Education students as part of the summer camp in an experiential learning opportunity. Cristina said to look at the UTSA website for their summer camp programs. **ACTION ITEM:** Nancy asked Ester to speak with Dr. Massey to get some more information (who's in charge of the summer program, how much does it cost, etc.) Nancy mentioned we could survey staff at the upcoming All Staff Meeting. Rosalinda offered to help with this initiative.
- Days of the week to meet? Nancy asked if we anticipate major problems with Wednesdays at 3pm. No one present had any issues. It was recommended we move the meeting in July so that it doesn't conflict with NSO.

