



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – July 11, 2018, 3 p.m.

CAB 324

1. Call to order
2. Roll Call

Members Present:

President – Brandon Oliver, Creative Design Manager (returning, EEO#3)
Treasurer – Teresa Petersen, Executive Assistant to the Vice President of Student Affairs (returning, up for re-election for executive officer position, EEO#3)
Michelle Anguiano, Student Success Coach (returning, EEO#3)
Rebeka Delgado, Library Specialist III (returning, EEO#4)
Nancy Larson, Academic Advisor IV – Coordinator (incoming, EEO#1)
Francy Leal, Senior Human Resources Generalist (returning, EEO#3)
Rachel Montejano, Registrar (incoming, EEO#1)
Frank Sanchez, ITS Project Manager (returning, EEO#3)
Sarah Timm, Public Services Manager (incoming, EEO#3)
Julie A. Williams, Assistant Director, Testing and Assessment (returning, EEO#1)
Larry Ynman, Academic Advisor (returning, EEO#3)

Members Absent:

Secretary – Lucilla Vasquez, Admissions Counselor II (returning, up for re-election for executive officer position, EEO#3)
Ana Flores, Coordinator Bridge & Learning (incoming, EEO#3)
Gloria Ramos-Cortes, Academic Advisor I College of Business, (incoming, EEO#3)
Ashley Rodriguez, Admissions Coordinator-Campus Visits (returning, EEO#3)

During roll call Brandon noted that Gloria Ramos-Cortes would be leaving the university soon and would be unable to fulfill her position. Due to the overwhelming number of EEO#3 members currently on staff council, it was decided not to replace her. Rebeka noted that she was the only EEO#4 employee represented and suggested another staff member from this category be added. The question was also raised about the absence of EEO#2 category employees. Brandon will investigate both issues.

3. Review Minutes
No minutes taken during previous meeting to review.





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4. Treasurer's Report

Teresa provided all members present with a spreadsheet containing Staff Council year-to-date expenditures as of June 6, 2018. The report was organized by event/activity which all members agreed was helpful. Teresa explained Staff Council currently has a deficit of \$325.04 that will have to be absorbed in the expenses of one of three remaining line items: Summer Social, Promotional Items, or Staff Council Polos.

5. New Business

- Discussion on attendance: Brandon discussed Section 6: Attendance and Removal from Office from the Staff Council Constitution and indicated he intended to hold staff council members accountable for attendance at meetings as outlined in the Constitution.
- Parliamentary Procedure: Brandon presented attendees with a Sample Meeting Agenda and Procedure for Handling a Main Motion from *The Chair's Guide: Order of Business* as an example of how a more strict parliamentary procedure might look. All members present decided to adopt a more informal parliamentary procedure during meetings.
- Officer positions: Brandon noted that amendments to the Staff Council By-Laws only required a two-thirds vote. After some discussion about the Parliamentarian position, it was voted to amend the specific duties of that position to include those of a Historian.
- Vote on officers
 - i. President-Elect: Rachel Montejano and Nancy Larson were nominated. Nancy Larson was elected by majority vote.
 - ii. Secretary: Brandon will speak with Lucilla Vasquez about relinquishing the position. Sarah Timm was the sole nomination and elected by majority vote.
 - iii. Treasurer: Teresa Petersen was re-elected by majority vote.
 - iv. Parliamentarian/Historian: Larry Ynman and Francyl Leal were nominated. Larry Ynman was elected by majority vote.

Brandon stated Staff Council officers meet with President Matson generally before each Staff Council meeting and that newly elected officers should expect to meet with her in the coming week.

- August 9 All Staff Meeting agenda: The following suggestions for agenda items were put forth and agreed upon.





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- i. Discussion of Summer Hours Survey Feedback
- ii. Invite Dr. Spindle to present on new parking rules and payment rates
- iii. Invite Todd Mocabee to present on building updates (STEM, new modular for Student Success area, etc.)
- iv. Invite William Griffenberg to talk about the computer refresh program
- v. FY 19 Budget Updates including when the budget has been/will be approved by the System and when departments can expect to see their funds available
- vi. Invite Dr. Cooper or Dr. Franke to give an update on Enrollment Management and Esperanza Hall

The President's Office will be providing catering and Brandon has already secured the Vista Room for the meeting with Kathleen Curp.

- Summer Event: Brandon suggested we invite two student bands to perform in the afternoon around 4pm on the same day as convocation. Both bands have performed at the Festival de Cascarones before and feature former A&M-SA students. It was recommended we provide snacks in the lobby of the auditorium and invite attendees to enjoy the music at the end of the long day. Brandon will post something to Basecamp to elicit suggestions about snacks to serve.
6. Unfinished Business
- How to evaluate summer hours: Discussion was held and it was recommended we send a survey to all staff before the August 9th meeting to elicit feedback. The following questions were suggested for the survey:
 - i. As of June 1st, what department do you work for? Answer options: Student Affairs, Business Affairs, Academic Affairs, Enrollment Management, Institutional Advancement
 - ii. Did you like the summer adjusted schedule options presented by the University? Answer options: Yes/No
 - iii. Did your area modify summer hours of operation in any way? Answer options: Yes/No
 - iv. Do you feel like your department provided adequate coverage to the A&M-SA student population with modified summer hours? Answer options: Yes/No
 - v. Would you want to have modified summer hours again next year? Answer options: Yes/No
 - vi. Additional Comments (Open ended answer)
7. Committee Reports





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- Committee assignments: Brandon needs to do more research and will post any findings to Basecamp. He will look into the creation of an Outreach Committee.
- 8. Announcements: Brandon will send an invitation to SSC to see if they have a staff member they would like to represent their area on Staff Council.
- 9. Adjournment

