



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – July 23, 2019, 3 p.m.

Modular Building C Conference Room

1. Call to order
2. Roll Call: Nancy pointed out that since our last meeting she updated everyone's class to more accurately reflect the year each member of Staff Council is rotating off. For example, class of 2020 means the person will finish their service term in the spring of 2020.

Members Present:

- President – Nancy Larson (Class of 2020, EEO#1)
- Vice-President – Miriam Magdaleno (Class of 2021, EEO#3)
- Secretary – Sarah Timm (Class of 2020, EEO#3)
- Treasurer – Rachel Montejano (Class of 2020, EEO#1)
- Parliamentarian/Historian – Ester Woodbury (Class of 2020, EEO#3)
- Jarrick Brown (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- John De La Rosa (Class of 2021, EEO#3)
- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Cristina Dominguez (Class of 2021, EEO#1)
- Juan Espinoza (Class of 2021, EEO#3)
- Hoyt Garner (Class of 2021, EEO#3)
- Roseanne Gutierrez (Class of 2021, EEO#4)
- Priyanga Risal (Class of 2021, EEO#3)

Members Absent:

- Alicia Barthel (Class of 2021, EEO#3)
- Liz Chavez (Class of 2021, EEO#3)

3. Summer camp initiative (Ester):

Ester met with Dr. Carl Sheperis, the Dean of the College of Education and Human Development about the current summer programs being offered here on campus. There are two: Hola STEM for Middle School Girls and STEM Day Camp for rising 7th, 8th and 9th graders. Currently UTSA runs the STEM camps and they use our facilities. Dr. Sheperis suggested we get a committee together to come up with survey questions to send out to faculty and staff to see what they are interested in having as part of the summer camp.





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Ester stated that Dr. Massey would be a faculty member on the committee and she would look for one other faculty member to participate. Linda and Jarrick offered to work on this initiative from Staff Council along with Ester. Dr. Sheperis said he could provide the certified teachers and other logistical needs. He also offered to look into finding funding for the camp and would let us know if we would need to pay or if it would be free. Dr. Sheperis wants to include faculty, staff and students' dependents in this program but in the future he would like to expand and offer it to members of the community too. In terms of age, we are looking at elementary and middle school students, maybe 1st grade to 8th grade. Nancy suggested that since we have an all staff meeting on August 6th we could share the survey then while we have a captive audience. Juan suggested that Ester reach out to Reed Vesey, the Director of Student Affairs Assessment since he's in charge of assessments on campus. Ester also stated that the Sharepoint Staff Council website is set up so we can store everything in one place. She emailed us all the link already.

4. Toastmasters (Richard Jenkins):

The student chapter of Toastmasters has been an A&M-SA club since 2013 and it's run with the help of Cristina and Hoyt. Professor Jenkins wants to take care of the needs of alumni, faculty and staff who want to go through Toastmasters training by starting a separate chapter. He wants to improve the speech, communication skills and body movements of alumni, faculty and staff with this separate chapter of Toastmasters. He mentioned that the club is very prestigious and that individuals can list Toastmasters on their resume. The club would need room to host their events on set schedules. There are no budget concerns since they take care of their own funding through their membership which is \$90. They have hosted large training sessions with over 150 people. Nancy asked how large a space would be needed to host their training sessions and Professor Jenkins said it could be anywhere from a few people on a regular basis to over 150 for larger sessions. The student chapter currently meets every two weeks but Professor Jenkins doesn't envision needing to meet that often with the alumni, faculty, and staff chapter. He really just needs a place to hold the meetings. Nancy said we will definitely see how Staff Council can help, especially in terms of advertising their events.

5. Review of Minutes

6. Review of Budget: Rachel doesn't officially have access to Canopy yet so the budget report she passed out is based on records from Teresa, former Staff Council treasurer. The only expenditure since she's taken office is the Staff Council polos that were purchased. Our operating budget currently is \$1628.15. Per Nancy, we won't be rolling over any extra



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funds so we should try to spend these out either in a social event or perhaps roll them over into the Staff Emergency Fund. Hoyt suggested we ask Sharon Otholt about where our Staff Council funding is coming from (so we know what limitations might keep us from transferring the money in this manner). It was suggested that the social committee see if they can come up with an event to spend the money on. **ACTION ITEM:** Sarah will ask Sharon about the source of the Staff Council funds and if we can transfer them into the Staff Emergency Fund (SEF). Rachel thinks that because they are institutional funds they may not be able to be rolled into the SEF. Nancy asked if there were any other suggestions on using up the remaining funds. Juan suggested we might spruce up the staff lounges in various buildings. Rachel asked if we could we give something to all staff at the meeting on August 6th. Cristina and Jarrick said they could ask their vendors to see if they could print up something for about 400 people on such a quick turnaround. Cristina also suggested that we could purchase gift cards to give away during the semester or that we could purchase some items from the bookstore to give away during upcoming all staff meetings. Priyanga suggested we purchase a variety of gift cards from places like H-E-B and Chick-fil-A. **ACTION ITEM:** Cristina, Jarrick, and Hoyt will look into how to spend the money on promotional items since they all have p-cards but they will keep Rachel in the loop. Sarah asked if we would be purchasing any parking permits to give away at our upcoming meeting or the Staff Council social. Nancy and others thought that now that employees can pay for parking permits with a monthly deduction from their pay check this might not be a highly sought after prize.

7. Committee Reports

a. All Staff Meeting (Sarah, Alicia, Hoyt, Jarrick, Priyanga):

Sarah announced the dates for all four All Staff Meetings which will be held in the Vista Room:

- Tuesday, August 6th from 8:30 to 10am (Breakfast)
- Tuesday, November 19th from 9 to 10am
- Tuesday, January 7th from 8:30 to 10am (Breakfast)
- Tuesday, April 14th from 9 to 10am

Room reservations have been submitted for all four meetings. Food has been taken care of for the August 6th meeting by Jarrick and Hoyt and Priyanga has submitted a speaker request form for Dr. Matson for all four meetings





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already. Alicia has already reached out to the VPs once to see who would like to be on the agenda for the August 6th meeting but has not received any responses yet so she will follow up with them. Nancy would like an agenda by the end of the month (July 31st). If we need to fill time on the agenda, Nancy suggested we could incorporate things such as the Employee Spotlight, SEF, suggestion box items that have been answered in the past, and the summer camp survey. She would like to publicize the dates for upcoming events, even if it's just on a flyer that is handed out. Sarah asked members of Staff Council to get her any flyers needing to be passed out at the August 6th meeting a few days ahead of time so she can make copies and they can be put out on the tables.

b. Social (John, Jarrick, Liz, Roseanne, Priyanga):

A handout with proposed upcoming social events for the year was distributed to those in attendance. John would like a better idea of how much he can spend for the Happy Hour after convocation. He would like to see if Dr. Matson would allow staff to stop by and have some alcoholic refreshments and light snacks. In terms of the refreshments served, Jarrick recommended getting several quotes to see if Chartwell's could match. Priyanga mentioned that the social committee was thinking of serving fruit and cheese trays, charcuterie, etc. Sarah raised concerns about not advertising the door decorating contest early enough in November but the consensus was that the November 18th start date was enough time to get the word out. John stated that they definitely want to advertise donating to the SEF during the SECC campaign. He stated that we could also sell popcorn during the Lipsync battle with funds going to the SEF. The Lipsync Battle will be held most likely on Oct. 31. The social committee is also recommending bringing back monthly Happy Hours with locations to be determined. Linda asked if it was too late to start a fantasy football league on campus.

c. Community Service (Cristina, Sarah, Rosalinda, John):

Cristina stated that she has not had a chance to gather together the Community Service committee members yet but she will be scheduling a meeting with everyone soon. She wants to work with the Mays Center to do a project for Choose, Act, Impact Day on September 14th for all staff. John wondered if anyone





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would want to help with a community garden here on campus. This is something he's started already that he's partnering with Dr. Valdez on. Priyangana suggested we look into watering the plants around campus as a service opportunity.

d. Appreciation/Recognition (Rachel, Alicia, Cristina, Juan):

Nancy stated that employee spotlight applications have been received. **ACTION ITEM:** Nancy asked Rachel to follow up with Teresa Petersen to get the ball rolling on reviewing the applications.

e. Communications/Marketing (Miriam, Hugo, Liz):

Per Hugo, Liz is taking the lead on the Staff Council Facebook page. They are thinking about creating a table tent with a QR code linking to the Facebook page. They will be meeting on a bi-weekly basis. They also thought about creating an Instagram account for Staff Council. They have reviewed the Staff Council webpage to see what needs to be updated and are hoping to meet with Rebeka Delgado to help them make the changes. Hugo also talked about using a "door to door" sales strategy to get the word out about Staff Council. Nancy stated that we'd like to get the Staff Council website updated before the August 6th meeting. For now Hugo said that they just wanted to update the basic information for each member and would work on adding more details (biographical information) at a later date. Nancy mentioned that Miriam has all the updated biographical information she's received so far. Please send ideas for Staff Council specific hashtags to Miriam, Liz and Hugo.

8. Special Committee Reports

a. Parking and Transportation (Hugo):

Permits will be going back to the hang tag instead of the clear window cling for the 19/20 school year. Electric vehicle charging stations will be coming in Lot 1. There will be no cost for the first year but after that a charge will be in place. Hugo is not sure on the number of spots these charging stations will occupy. He offered to share a link on how staff can set up the automatic deduction for parking permits.

b. Pay Rates Working Group (Ester, Rosalinda, Roseanne): Tabled until next meeting

c. Thanksgiving Pot Luck (Jarrick): Jarrick will meet with Abigail the first or second week of August to start planning for this.





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9. Suggestion Box Items

- a. Staff Emergency Fund Update: Social committee discussed fundraising ideas earlier in meeting.
- b. Employee Spotlight of the Month Update: Appreciation/Recognition committee gave update earlier in meeting.
- c. New (Anonymous): When are we going to hear whether bonuses were approved and how much they will be? Can there be a more open communications each year if/when they are approved? It always seems like a secret and no update is given to staff one way or another. Not all supervisors know the answer or provide it to their staff.

**Per Nancy, tomorrow information will be coming out to all staff about merit raises. Since we are receiving so many anonymous suggestions, Nancy wondered if it would be helpful to have a section of the Staff Council website called "Your Answers" where the resolutions to these anonymous suggestions could be placed. John suggested we might also send out a monthly email to all staff and Roseanne suggested posting something in the Growler. Cristina mentioned that we have a Staff Council portal in Jag Sync where we could post news articles as an option.

10. Other issues/concerns

11. Adjourn

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