



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – September 18, 2019, 3 p.m.

Modular Building C Conference Room

1. Call to order
2. Roll Call

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)
- Jarrick Brown (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- Liz Chavez (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)
- Hoyt Garner (Class of 2021, EEO#3)
- Roseanne Gutierrez (Class of 2021, EEO#4)

Members Absent:

- Juan Espinoza (Class of 2021, EEO#3)
- Priyangana Risal (Class of 2021, EEO#3)
- Parliamentarian/Historian – Ester Woodbury (Class of 2020, EEO#3)

3. Approval of Minutes – Minutes were approved
4. New Business

- a. SECC Campaign – United Way - Any Baby Can (Amanda Golden/Hugo)
Hugo is a member of the SECC committee. This year's goal is to get 40% faculty/staff participation. Terry from the United Way and Amanda from Any Baby Can attended. Terry: State demographer determined that while our state is growing, we are experiencing challenges so changes need to be made. The United Way has four areas of focus: ready children, successful students, strong individuals and family and safety net. Ready children focuses on making sure children are happy, healthy and ready for kindergarten but programs extend to even before birth to include things like prenatal care for mothers. Another goal for ready children is to reduce the number of child abuse cases in the state as these numbers



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are high. They also want to focus on helping prepare kids for kindergarten by ensuring there are accredited childcare centers. The goal for the successful students initiative is to ensure students are reading at the appropriate grade level, especially by the third grade. By third grade students are transitioning from learning to read to reading to learn. The purpose of the strong individuals initiative is to ensure our community is economically stable. Many families are one paycheck away from being homeless. Another goal is to reduce the number of domestic violence cases. Finally the purpose of the safety net initiative is to make sure emergency services are available to provide basic needs in the event of a disaster or emergency. 415000 is United Way's campaign code. Tammy really encourages people to designate the specific charities where they want their funds go.

Amanda: Any Baby Can representative – this is a nonprofit organization that helps children with health or developmental challenges. Some of the services they offer are: case management for families, autism services for children and their families, counseling, information and referral to other services and more. All of their services are free with no income requirements for families. They have prescription assistance programs and a program where they offer materials for teachers working with students on the autism spectrum. They have a center for infant and child loss and help pay sometimes for the funeral costs and provide grief counseling. They have an initiative with United Way to focus on child abuse and target specific zip codes where the number of child abuse cases are highest. Their campaign code is 210.

Hugo – you can donate online or via a paper pledge form. Feel free to reach out to him if you'd like to know more about the campaign.

b. HR Update (Francy Leal)

Francy will be joining us at Staff Council monthly meetings. Per Francy, Lloyd is still working on the form for employees to use to donate to the Staff Emergency Fund. During our upcoming All Staff meeting in November, ComPsych Guidance Resources will have a vendor table. They became the university's new EAP as of September 1. HR will talk about what they do during the meeting including what services they provide and demo their website and they will refer employees to visit with the ComPsych representatives after the meeting. Francy was happy to announce that all of our fall hires are complete. A reminder that Wednesday,



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September 25th from 9 to 11am, flu shots will be available on campus. They cost \$35 with cash or check if you don't have insurance with the university or elsewhere (bring your insurance card with you). On Wednesday, October 9th, Susan G. Komen will have a table along with Francy for breast cancer awareness month outside the Mays Center Career Fair. If anyone from Staff Council would like to help staff the table, please let her know. A group picture will be taken wearing pink shirts with Dr. Matson. **ACTION ITEM:** Staff Council members should send Francy your shirt size so she can send you a shirt ☺ Francy will send out a list for volunteers to sign up (SECC committee members have signed up for some slots already.)

c. Expressive Activity on Campus (Nancy)

Per Christina, the State Legislature has passed a law stating essentially that academic institutions value your free speech. The A&M System sent out a template for an Expressive Activity on Campus rule and John LoCurto infused it with A&M-SA language. You can express yourself on campus following this rule and then from this rule a procedure would be created. The proposed rule will be shared with faculty senate, staff council, SGA, etc. **ACTION ITEM:** Please review it and let Nancy know if you have any comments, suggestions, etc. Give her your feedback by the 30th of September. Question from Miriam: where would vendors who come on campus with more graphic images fall? Cristina noted these would be considered third party vendors.

d. Suggestion Box Items (Nancy)

i. Bonuses

Information was sent to supervisors in late July and then Dr. Matson sent out a memo on July 26th with more information. This was an anonymous suggestion so Nancy hopes the person who submitted it has been reading our minutes.

ii. Kudos after All Staff Meeting on Aug 6 (Nora Ortiz)

She enjoyed the meeting and got lots of information. She suggested our website have announcements and dates for pertinent information.

iii. Separate student and faculty/staff awards for Halloween costume contest
SECC is in charge of costume and LipSync contest. This suggestion has been passed along to Mary Kay Cooper who is leading the SECC committee.

iv. Vending machines in the modulars (Michelle Anguiano)



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Still reviewing the location options for a vending machine. Nancy asked Johnny to check Mod B. Chartwell's may have a trailer out closer to mod C since so many students are coming out to the modulars.

- v. Communication issue regarding reorganization of Student Affairs and transition impact on staff

Nancy has emailed Dr. Matson directly about this one since it concerns a lack of communication. She asked Dr. Matson if there's anything Staff Council should do to help with this matter.

- vi. Showers in men's locker room

Someone reported that these don't drain efficiently. This is a facilities concern so Nancy submitted a facilities request for this. SSC has looked at the issue and only saw a small puddle. This will be passed along to the facilities supervisor but facilities recommended that people wear shower shoes. Nancy thought it might be pertinent to check to see if there's signage suggesting shower shoes.

- vii. Cafeteria: Separate area to purchase a la cart items and issues with flies

Nancy submitted a facilities request about this.

- viii. Mr. Softee food truck on campus and donations to Staff Council (Anthony Perez)

Nancy worked with Fred and Scott (of Chartwell's) and they will follow up with "Mr. Softee" to reach out to see if they are interested in having a truck on campus.

- ix. Use a tip jar at mixers for SEF (Micayla Bean)

Great idea!!!

- 5. Budget proposal (Rachel)

We went over our budget last year by about \$30 but the good news is we used up all of our money. Per Lloyd we don't need to worry about the \$30. Three items were moved over from last year's budget and applied to this year's budget so we have a remaining balance of \$4664.50. Rachel is still following up with the President's Office to see if they have already paid for the \$400 in alcohol from our convocation day staff mixer. If they haven't, then we've got another \$400 coming our way. Suggestion for Spurs Night from Miriam – t-shirts for those in attendance. **ACTION ITEM:** Please provide any estimated expenses not included on the budget proposal to Rachel so she can include them. John stated that the Community Service and Social Committees have combined. An idea for where to spend money would be to purchase toys for Toys for Tots. Any objections to this? None.



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Nancy thinks it's great if we're more effective working together as a super committee as opposed to two separate smaller committees.

6. Old Business

a. Summer camp initiative (Ester)

An email was sent out today with survey.

b. Toastmasters (Nancy)

Dr. Mary Kay Cooper and the alumni association have agreed to sponsor this on campus. Professor Jenkins is working hard to get officers for this. Nancy has not heard anything yet about dates/times for upcoming meetings.

7. Committee Reports

a. All Staff Meeting (Sarah, Hoyt, Jarrick, Priyanga): Sarah will put out a call for speakers in about a month's time. HR has already agreed to speak on behalf of ComPsych Guidance Resources and Dr. Spindle will give an athletics update.

b. Social (John, Jarrick, Liz, Roseanne): Great turnout at last Friday's mixer. Thinking about Embassy Suites for the next social location. **ACTION ITEM:** Francy can provide the contact information for Embassy Suites to John and help make the connection. Kudos to the social committee for the staff mixer after convocation. Nancy and John met with Dr. Nolasco to talk about ways to include faculty in our staff mixers and they were invited to last Friday's mixer (a few attended). Jarrick will help Nancy purchase gift cards for the winners at the convocation mixer.

c. Community Service (Cristina, Sarah, Rosalinda, John): Per Cristina – a sign up sheet will be created on Give Pulse to encourage all staff to help staff the booth at Fall Fest and sell popcorn. We will be moving forward with Adopt-a-Family as our service project and departments will be encouraged to sign up to adopt-a-family during the holidays. We will want to budget for a holiday social wrapping party (wrapping paper, some holiday snacks/drinks, etc.) to wrap the items we gather for the Adopt-a-Family program.

d. Appreciation/Recognition (Rachel, Cristina, Juan, Priyanga): Priyanga will help get committee representatives to review the nominations. The parking sign has been located in Marketing and Communications!

e. Communications/Marketing (Miriam, Hugo, Liz): Hugo drafted a sample flyer with all upcoming events and this was shared at the meeting. How else can we get the word out? They are asking for help with word of mouth via the attached "proposed" districts. The idea was to also hand out our leftover notebooks when going around to different departments on campus and spreading the word about upcoming Staff Council events. **ACTION ITEM:** The goal for the next staff meeting



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is to name your district. They will send out communication on the plan for passing out the notebooks and flyers in the coming weeks. Another goal is to increase our following on social media.

8. Special Committee Reports

- a. Parking and Transportation (Hugo): No updates.
 - b. Pay Rates Working Group (Ester, Rosalinda, Roseanne): Feedback was gathered from these three but at this time Rosalinda has no more information. Patti Morgan, Martha Gonzales, and Chris Leach were working on taking the feedback and adding this to what was found in the study to come up with something more comprehensive to be shared with all staff. They want to come up with a creative way to show the other benefits with receive. Per Francy, watch for the “total rewards” portion of HR e-blasts as this is something they’ve started doing recently. HR is also looking at creating a total rewards website and brochures. Francy would love to see employees able to go into Workday and see not only their salary but all of their total rewards in terms of things like TRS contributions, health benefits, etc. Suggestion from Nancy – share this at upcoming all staff meeting.
 - c. Thanksgiving Pot Luck (Jarrick) – This is scheduled for November 22nd. A sign-up sheet will go live on November 1st. Another meeting has been scheduled in two weeks so Jarrick will have more info soon.
 - d. Search Committee for VP Student Success and Engagement (Rosalinda) – They met with the consultant. The announcement for the job should go live soon.
9. Other issues/concerns: Dr. Matson needs a delegate for the Master Plan revamping committee and she’s looking for a staff council representative. Hoyt, Cristina, Linda, and Hugo all volunteered to help with this. Nancy will pass this along to see how many members from Staff Council we are allowed to have on the committee. Suggestion to have an update on the master plan at the next all staff meeting. **ACTION ITEM:** Sarah will reach out to Dr. Spindle to see if he can speak on this as well as the athletics update.
10. Adjourn