



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – December 12, 2018, 3 p.m. Modular Building B, BIC

1. 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)
 - **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)
 - **Frank Sanchez**, ITS Project Manager (returning, EEO#3)
 - **Lucilla Vasquez**, Admissions Counselor II (returning, EEO#3)
 - **Ester Woodbury**, Student Functional Analyst (incoming, EEO #3)
 - **Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)

Members Absent:

- **Rebeka Delgado**, Library Specialist III (returning, EEO#4)
 - **Julie A. Williams**, Assistant Director, Testing and Assessment (returning, EEO#1)
3. Dr. Matson Presentation to Staff Council re: revised admissions standards for freshmen (review November 12 Officers Staff Council Meeting Notes)

Dr. Matson indicated that they are discussing at the cabinet level raising the admissions standards for first time, first year students only (not transfer or graduate students). She stated that we compare ourselves to the UT system and we were second from the bottom in terms of admissions standards. She asked, “Is it fair and equitable to admit students that we know cannot succeed?” She stated that we want to build the “University of the Future” with diverse, student-ready and college-ready students. A&M-SA wants to build a pipeline with ISDs and community colleges along with readiness programs earlier in the pipeline to ensure students are ready for college. Staff Council members received a copy of the proposal along with a list of the Admissions Standards Revision Committee members. She will be accepting input until December 17th on these standards from anyone. She wants to have this ready for the Board of Regents by January 10th. The goal for implementation would be fall of 2020. If implemented,





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the school would realign our messaging to say “Congratulations, you’ve been admitted, however your first set of courses will be taken at the Alamo Community Colleges or you will need to complete the following steps in order to fully enroll at A&M-San Antonio.” The university’s next steps would also include intensive outreach in the districts such as student and family engagement, strengthening TSI, SAT and ACT readiness, earlier, personal touch with counselors and other stakeholders, coordination with Alamo Colleges, pre-college programs, and an institution wide enrollment management strategy (9th grade to post-graduation).

Q&A:

- Teresa asked where A&M-SA would rank amongst the other universities we compare ourselves to with the implementation of these standards? Dr. Matson said these higher admission standards would move us more towards the middle of the pack.
- Teresa also asked if projections have been made about enrollment numbers and was wondering if we expected to see a dip in enrollment with higher standards. Dr. Matson stated that in the A&M System a few schools raised their admissions standards and actually saw an increase in enrollment. Dr. Matson will be working in January to secure funding for athletics and starting in the fall of 2020 we would hope to start recruiting student athletes so this could result in higher enrollment numbers as well.
- Teresa asked if this “dual enrollment” would cause problems for military students and their funding. Lucilla said military students could be dual enrolled and still get benefits but one institution would have to be the parent institution and the student would have to be enrolled at both institutions. Dr. Matson stated that we are trying to figure out if Alamo Colleges’ courses should be taught here on campus to help these conditionally enrolled students but they are still looking into this and working with the Alamo Colleges on it.
- Larry asked if in the future we would continue to raise enrollment standards. Dr. Matson said no, we think these new admissions standards should help with retention.
- Lucilla said in a recent meeting for admissions, they found that a lot of students were leaving after the second or third year. She asked if we’re also looking at ways to strengthen retention efforts of current students. Dr. Matson stated that we are. There are eight new academic programs on the drawing board and these were presented during fall convocation. She feels we should also keep the campus atmosphere exciting to encourage students to finish out with us instead of trying to transfer out to A&M-College Station. She said that is why we’re trying to bolster things like experiential learning, undergraduate research, etc. to create this excitement. Dr. Matson mentioned our image out of state is positive because we’re enrolling students out of state but not recruiting out of state.
- Larry asked about the perception that everything is focused on new students/freshmen and not transfer students. Dr. Matson has been talking with enrollment management and student life about this but ideas about how to do this are welcome.





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- Miriam said working with parents earlier in their kids' high school career (sophomore year) would be better than waiting until senior year. She said from her past experience, high school students don't recognize the importance of taking these entrance exams and they are more of an afterthought rather than something to be prepared for. She recommended having some form of communication for parents about test tips, test preparation advice, what to do the day before the exam, etc. She recommended this communication should also be bilingual. Dr. Matson agreed and said this is already in motion.
- Lionel suggested we use our summer STEM prep program as a way to identify potential students. Dr. Matson said this idea is on the drawing board.

4. Lionel Cassin Presentation to Staff Council re: Duo

Lionel is the Information Security Office and has been here since May. He is the Joint ISO for A&M-San Antonio and A&M-Corpus Christi. He stated that DUO will challenge you every seven days (will ask you to receive a second notification). Subtleties to DUO per Lionel: it works per browser and per workstation. For example: If you are using Chrome on a workstation and use DUO, you will not be prompted to use DUO again on that workstation in Chrome for the next seven days. However, if you switch to another browser on that same workstation, you'll be pinged by DUO again. You can register now at <https://duoportal.tamusa.edu/> Please see the monthly ITS newsletter from earlier this week for more details. Currently only Blackboard is DUO enabled but they are working on having it installed to work with email. A&M System is mandating we do this (and they've already paid for it) but the biggest threat today is phishing emails so DUO should help with this. DUO will stop the attacker from successfully using your password (they will still be able to get it) but they won't be able to login as you since there is a two factor authentication system in place with DUO. DUO will be mandatory shortly after spring break for all faculty and staff and will be coming for students in either fall 2019 or spring 2020. He recommends registering a second device (besides your cell phone) like your work phone in case something happens to your cell phone. If you are already using DUO you still need to re-register because you are currently in the College Station system and not the A&M-SA system.

Other Tips from Lionel:

You should not reuse passwords! You should not be using your JagWIRE password for anything else. He recommended using a password keeper.

5. Review Minutes—minutes passed, no review needed
6. Budget Review: Teresa provided an attachment for all. We have a surplus of \$796.62 but this has not been rolled over however the \$5,000 allotment has been placed into our account. Teresa is working with Lloyd to get the surplus moved over. The gift cards expense has also not been posted yet. There will a possible expense for a mobile parking spot sign for the Employee Spotlight Award and a possible expense for some of the signs advertising the summer hours.





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Brandon will be working on a proposal for the budget for FY 2019 and will present at the January meeting.

7. News

- Holiday Door Decorating Contest
 - i. Thank you to Julie and Francy for taking the lead
 - ii. Used \$150 in Staff Council funds, Anthony Medina also provided two \$50 gift cards to HEB that were given away to winners.
 - iii. Academic Learning Center, Grand prize; Registrar, Jaguar Pride; Student Affairs, Second place; Testing Center, Third place.
 - iv. Thank you to all of those that stayed to volunteer at the Lights of Esperanza.
 - v. Feedback from Teresa Petersen: Plan this contest earlier on in the semester so those interested in participating have more time to plan and execute their door decorations. Brandon agrees. Teresa feels like the staff who participate really enjoy it and it looks great for students roaming the hallways.
- Team Picture – All Staff Meeting Jan 8? Brandon still needs to order polos for a few new members. Brandon will send out a reminder to wear these before the meeting on Jan. 8th. We can wear whatever “bottoms” we want to the picture.
- Future meetings: All Staff Meeting Jan 8 in Vista Room (breakfast at 8, meeting at 9); Spring Convocation Jan 10 at 10 a.m.; Staff Council Monthly meeting Jan 16 at 3pm.

8. New Business

- i. Suggestion Box (Paula Garza): Staff that attend as students especially if they are on their 2nd or 3rd degree should not have to take NSO.
 - I. Received response from Gretchen Doenges, Dec 10. “As an institution we are required to provide Title IX and Suicide Prevention information to all incoming students. I have attached both legal documents with requirement details. I have also attached the A&M-SA University Catalog with the current NSO policies are listed.” Brandon sent Gretchen’s response back to Paula. Teresa and Michelle commented that this NSO can all be completed online for returning students.
- ii. Francy brought up the issue that the ladies restroom in the modular doesn’t have a place to put items (ex. countertop) to rest things like a water bottle, books, etc. **ACTION ITEM:** Brandon will follow up with facilities about possible solutions such as putting a table in there or the possibility of adding countertops. Lionel Cassin checked the men’s restroom and there are no counters in there either.
- iii. Teresa asked if facilities could create a placard stating “If this restroom needs assistance, please contact” and provide a phone number. **ACTION ITEM:** Brandon will also follow up with facilities about this.

9. Unfinished Business

- Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Update from Sarah Timm





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- iii. Next steps – edits, other reviewers, and implementation: John Locurto from Compliance gave the green light on our proposal and gave us suggestions about the kind of training we might need for the people on the committee and the person doing the redacting. He offered to do training and provided list of identifiers to use when redacting.
- 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. Next steps – edits, other reviewers, and implementation: Everyone is working on their parts. Please review handouts provided and feel free to provide feedback.
- Constitution & By-Laws Revisions
 - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
 - ii. Received approval from Dr. Matson
 - iii. Next steps: Matson approved it
- Summer Hours
 - i. Submitted proposal to Dr. Matson on Nov 27
 - ii. Martha from HR and Dr. Spindle will collaborate on memo and determine essential departments to stay open.
 - iii. Advance notice; easy-to-find communication efforts re: hours
 - iv. “All departments considered closed Fridays at noon.”
 - v. Fridays begin on May 24 through August 5 (11 Fridays)
 - vi. Matson asked how many student workers received the survey so Brandon is looking into that.
- Staff Development
 - i. Employee Award: Staff Council representative
 - ii. Assist with Employees Awards & Staff Development Day
- Committee Reports
 - i. URC
 - ii. VP Search for University Advancement (Julie)—You will receive invites soon if you’re going to be asked to join this search.

