



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – July 18, 2018, 4:45 p.m.

CAB 410

1. Introduce new officers to Dr. Matson
2. In attendance from Staff Council:
 - 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 (returning, EEO#3)
3. Review Minutes
 - Brandon provided copies of the minutes from the first staff council meeting on July 11 to all members present, including Dr. Matson and reviewed them as shown below. He also provided a list of all staff council members to all in attendance and asked if Rebeka could check the employee titles shown on the list against what was on the Staff Council website.
4. New Business
 - Held first meeting on July 11
 - Discussion on attendance and Parliamentary Procedure, Officer positions, replacing Gloria and EEO#4
 - August 9 All Staff Meeting agenda
 - i. Breakfast sponsored generously by the Office of the President: Dr. Matson mentioned that in the past Staff Council sponsored a separate lunch for all staff that was meant to mirror the faculty breakfast and inquired if we wanted to do this again. She said it would be okay if we chose not to host an all staff lunch. The consensus was that we would just use the breakfast on August 9th, sponsored by the Office of the President, to mirror the faculty breakfast and forego an all staff lunch. Dr. Matson will plan to address staff at the August 9th meeting but will try to discuss topics she will not be discussing during convocation so there is no repetition of talking points.
 - ii. Discussion of Summer Hours Survey Feedback: Brandon gave Dr. Matson the timeline of July 30th – August 3rd for distribution of the survey. She asked if we had the means to distribute the survey and he responded in the affirmative. Brandon will work with Holly Verhasselt and David Perryman to beef up the language and ensure validity in survey questions.





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- iii. Invite Dr. Spindle to present on new parking rules and payment rates: Dr. Matson suggested we ask Dr. Spindle to also talk about alternative transportation methods (carpool, bicycle, etc.).
 - iv. Invite Todd Mocabee to present on building updates (STEM, new modular for Student Success area, etc.)
 - v. Invite William Griffenberg to talk about the computer refresh program
 - vi. 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: Dr. Matson mentioned that she will address this during her convocation speech so she could do so during this meeting as well but it would be repetitive.
 - vii. Invite Dr. Cooper or Dr. Franke to give an update on Enrollment Management and Esperanza Hall
 - viii. **NEW Agenda Item:** Dr. Matson suggested we invite Martha Gonzalez to discuss Employee Awards and the feedback HR received on Employee Development Day.
- Summer Event
- i. 1-2 student bands to perform at 4 p.m. on Aug 20 in Auditorium OR two cultural acts (mariachi/folklorico) or a combination: Dr. Matson thought this was a great idea! She asked that Brandon provide direction to the bands coming to perform about the appropriateness of the songs chosen.
 - ii. Snacks in foyer of Auditorium; music will be broadcasted through foyer speakers: Dr. Matson said that it would be permissible to allow food and drink in the auditorium for just that event. She also said that she would work with Brandon to see about allowing beer and wine at the event and the possible use of drink tickets.
 - iii. Marketing for the event will be showcasing our student's art, a reminder of our efforts towards our students: Along these same lines of showcasing our students, Dr. Matson suggested we invite the SGA President, Vice President and Senators to introduce themselves during this event since not all staff get to work with students face-to-face on a daily basis.

5. Unfinished Business

- How to evaluate summer hours. The following questions were suggested for the survey:





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- 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
 - Dr. Matson suggested we revise the wording of the question above to replace “the University” with Staff Council.
 - 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)
 - vii. Survey opens via SurveyMonkey on July 30 and closes August 3. Emails announcing the opening and closing will be sent to all staff.
6. Dr. Matson’s Final Comments:
- She is excited about the direction Staff Council is already moving in!
 - She plans to send Brandon a memorandum she initially sent to Art Olague with her vision for Staff Council and how she would like for the meetings with the Officers of Staff Council to run.
 - She wants to call a meeting with Sylvia Medel, Art Olague and Brandon to discuss what direction Staff Council should move in and to see if the past presidents have any words of wisdom for Brandon.

Ideas Dr. Matson has for the coming year:

- January-May 2019: 10 year Anniversary Celebration, Dr. Matson would like Staff Council to play a role in 10 year initiatives.
- Professional Development: Is what we’re currently offering meeting the needs of staff?
- Hot Topics: She wants to spend 15 minutes on hot topics at each Officer’s Meeting. She wants to know what we’re hearing from other staff (complaints, gossip, etc.).
- She wants someone from Staff Council to be on all governance committees moving forward, and it does not necessarily have to be one of the officers.
- Brandon can reach her at any time with burning questions or concerns.

