



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Minutes – August 6, 2019, 9 a.m.

## Quarterly All Staff Meeting

### Vista Room

1. Introduction and Welcome – Nancy Larson, Staff Council President (5 minutes)  
Nancy brought up all members of Staff Council for introductions.
2. Student Affairs Update – Melissa Mahan, Vice President for Student Affairs (5 minutes)
  - We'll be expecting 700+ students for Jaguar X which is a week from this Saturday.
  - Esperanza Hall move in is the Friday before (August 16<sup>th</sup>) and they are still looking for volunteers. The link to sign up is currently in JagPulse but Student Affairs will send it out to everyone soon.
  - This semester Student Affairs will be doing incoming transfer orientations by college so there will be three of them.
  - The Family Connect Portal is now live for family members to access and get university information.
  - 50 First Days Initiative: All events will be in one big calendar with themed weeks and it ends with Fall Fest. The goal is to engage students in first 50 days so they can persist. Students will be receiving a booklet with all the events listed (over 100 events!)
  - Esperanza Hall is *over* full so 20 beds have been added for overflow, therefore some rooms may have 3 beds instead of two. There is currently a waiting list in place for the Hall.
  - An impact report will be coming out soon from the Division of Student Affairs. This report will show everything they've done in the past year.
  - Internship week is coming October 1-8 so watch for events such as mini-makeovers!
3. Student Employment and Work Study – Phillip Rodgers, Director of Financial Aid (15 minutes)  
**Student Employment Programs:** There are four student employment programs:
  - Federal Work Study which is a campus based program. Students must be offered work study on their financial aid award letter in order to apply for these positions.
  - Texas State Work Study: This should also be noted on the student's award letter and they must have clearance from financial aid.
  - Campus Student Employment: In this instance the student does not need to qualify for Financial Aid/Work Study to work since the department would be funding the student's wages.
  - Military Affairs Student Employment: This is the only type of employment that doesn't follow the normal HR hiring process.**Commonalities:** With the exception of Military Affairs Jobs (where students need to go to Military Affairs for application information):
  - All jobs must be approved prior to beginning work.



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- Departments should recruit through Hand Shake with approval from the Mays Center.
- Students must apply through Hand Shake.
- Once applied, download the HR Student Employment Packet and submit to HR.
- There is an additional step for Federal Work Study jobs which includes a Work Study Authorization Form for FWS/TXWS.
- The Office of Financial Aid will send departments looking to hire students a database of students eligible to work under both federal work study and student employment near the beginning of the fall semester. They hope to update this list bi-weekly and send out to managers listed in vacant positions in HandShake or known supervisors of returning student workers.

### **Supervisor Responsibilities:**

- Must make certain student has officially been approved to begin work
- Students must have a set schedule of work/class time that must be monitored by the supervisor and they must not work during class time, ***regardless of whether the class was cancelled or not.***
- Students must not exceed their award amount (FWS).
- Student workers must not exceed 19 hours worked during the week but they can work up to 38 hours during the holidays with approval.

**Upcoming Training for Student Employment Supervisors:** August 13, 2019 at 10am SCI TECH 141. This training will include:

- Responsibilities for supervisors
- When to submit PMRs to transition from one program to another
- A checklist of what the supervisor should do towards the end of the semester
- Information on students working during the holidays
- Work deadline for graduating students

#### 4. Parking & Transportation Update – Christian Harmon, Manager, Parking & Transportation (10 minutes)

- Parking registration for 19/20 is live! Permits are available for pickup starting Wednesday, August 7<sup>th</sup>.
- Parking permits are now hangtags instead of clings with pertinent information on the back of the hangtags.
- Parking assignments are unchanged from last year.
- Payroll deduction is an option for all full-time staff for “Employee” parking permits at \$10/month and will deduct each paycheck (taken out every other paycheck if paid bi-weekly). Employees must fill out a payroll deduction form again in the Parking and Transportation Office for the 2019/2020 year. Christian is working with payroll on getting this form to be on file indefinitely.
- Pricing is still \$120 for employees for the academic year but new this fall is the \$60 city lane permit for the whole academic year.
- Fall only permits for employees are \$50.





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- City Lane Parking – permit required starting August 22<sup>nd</sup>. Cost is \$60 for the academic year and these can be purchased the same way online as our other permits. \$60 is the cost for everyone (students, faculty and staff).
- Resident parking permits are \$90 per year. These can be purchased per semester if need be (\$40 for fall, \$40 for spring, \$20 in summer).
- Expiration dates can be found on all the permits!
- Motorcycle permits are still a window cling.
- Someone asked if charging for visitor parking is still in the works? Yes, but for right now visitor parking is still free.
- Someone asked if scooters are coming to campus? Christian stated that the city was doing a pilot program so we've decided to wait until they have finished their program to move forward with any decisions. The city has 8 different vendors for scooters downtown and they are trying to weed this down to 3 vendors. At any given point in time there are 10,000 scooters available and the city is trying to weed this down to 6,000 – 7,000. Christian stated that the university wants to follow whatever the city does in terms of the scooter vendor selected since we have city lanes and we'll want the backing of the city of San Antonio. He wants to have rules and regulations in place before bringing the scooters on campus to ensure students are safe while using them.
- Christian encouraged everyone to email [parking@tamusa.edu](mailto:parking@tamusa.edu) or himself directly if staff have any problems/questions. There is also an online parking form that staff can submit and he puts more emphasis on these feedback forms than anything!

### 5. Richard Jenkins - Toastmasters

**Professional Development Opportunity:** Professor Jenkins is the lead teacher for Business Communication. He started up a student Toastmasters chapter in 2013 here on campus. When he originally started the club it was with the intention for it to include students, faculty and staff. However, under student organization rules, the club must be a closed club only for students.

Professor Jenkins is proposing that the university open a staff, faculty and alumni Toastmasters club. Issue: all Toastmasters clubs must register with the IRS (thus he needs an address). He also needs a sponsor organization. He thought the Alumni Association, Staff Council or Faculty Senate could be this sponsor and could help him find a place to schedule meetings and other events. They have one hour meetings that include 3 to 4 speeches and he needs one officer present at each meeting. Toastmasters can help people practice speaking along with teaching body movements that are appropriate during speaking.

### 6. Closing Remarks/Announcements: Nancy Larson, Staff Council President (10 minutes)

- **Online Suggestion Box:** Nancy reminded all that you can submit suggestions through our website. These can be anonymous or a name can be included. If a name is provided, Staff Council is better able to reach back out to the person to get more





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- information as needed or to provide a resolution. Nancy also pointed out that staff can find Staff Council meeting minutes on the website so if a suggestion is submitted anonymously, staff can follow up with the minutes to see what the resolution might have been.
- **Marketing Efforts:** Hugo Cantero demonstrated spots on the website where staff can find our social media links and the suggestion box. An Outlook icon has been added to each of the staff council members on the home page for easier emailing but he also mentioned using the general Staff Council email address for more general issues. There were table tents on each of the tables in the Vista Room that contained links to the Staff Council Facebook and Instagram pages.
  - **Employee Spotlight:** Accepting nominations until August 10 – Nancy mentioned that this was a suggestion box item received last year that Staff Council has worked really hard on. A preferred parking spot is part of the win 😊
  - **Staff Emergency Fund:** Brief overview of what it is, fundraising happening soon – Nancy mentioned that this was another suggestion box item that was worked on in the past year! This will benefit someone facing a temporary hardship for a maximum amount of \$500. We need to fund this! Nancy stated that we'll be looking for ways to fund this so that we can implement it. It is possible to contribute to the SEF by going to the A&M-SA Foundation website and giving now. Our community service organization is working on having a Fall Fest booth where we can raise money for the SEF.
  - **Upcoming Social and Community Service Opportunities:** John De La Rosa spoke about this and asked everyone to join Staff Council for a Happy Hour from 4 to 6pm on the same day as convocation (August 20<sup>th</sup>). Light snacks and adult beverages will be provided! He stated that Staff Council will have other events such as a monthly social hour where staff could all get together and decompress, perhaps on the second Friday of the month. He felt like these would give staff a time to meet others they don't know and work together. As for Community Service Activities, Nancy stated that Staff Council is encouraging staff to participate in Choose Act Impact day on September 14<sup>th</sup>. We're hoping to have a booth at Fall Fest where the proceeds will go towards the Staff Emergency Fund and then during the November/December time frame Staff Council is hoping to do something with Adopt-A-Family.
  - **Date of Next Meeting:** Tuesday, November 19<sup>th</sup> from 9 to 10am, Vista Room



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