



Staff Council

**Staff Council Monthly Meeting Minutes- August 20, 2020
WebEx**

1. Call to order and roll call

Members Present:

- President – Miriam Magdaleno (Class of 2021, EEO#3)
- Vice President- Jarrick Brown (Class of 2021, EEO#3)
- Treasurer - Cristina Dominguez (Class of 2021, EEO#1)
- Secretary - Liz Chavez (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- John De La Rosa (Class of 2021, EEO#3)
- Hoyt Garner (Class of 2021, EEO#3)
- Dr. Mary Kay Cooper (Class of 2022, EEO#1)
- Alyssa De La O (Class of 2022, EEO#3)
- Franci Leal (Class of 2022, EEO#3)
- Abigail Montanez (Class of 2022, EEO#3)
- Bryant Moore (Class of 2022, EEO#3)
- Luann White (Class of 2022, EEO#3)

Members Absent:

- Parliamentarian/Historian- Jessica Burnette (Class of 2022, EEO#4)
- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Priyanga Risal (Class of 2021, EEO#1)

Others in Attendance:

- Deanna from ITS
- Bill Griffenburg from ITS

2. Approval of July 16, 2020 minutes

- a. Dr. Mary Kay Cooper and Jarrick Brown motioned to approve the minutes.

3. IT Enhancements & Updates- (Bill Griffenberg, Deanna Reynolds)

- a. ITS has received feedback about communication. They were unsure if staff were interested in ITS updates. Miriam confirmed staff are interested and invited ITS to the monthly meetings.
- b. Webex now has virtual backgrounds.
- c. Staff have access to zoom. Contact the ITS Helpdesk if you do not have it and want access.
- d. The campus wireless network was upgraded to provide more coverage so that people can socially distance and complete coursework. Usage data shows it was a good investment:
 - i. It is being used in areas not imagined like the parking lots.
 - ii. 950+ unique clients accessed it (students not faculty or staff).
 - iii. Total usage was 400 gigs of data transfer.
 - iv. 3rd highest usage area was in lot 1.
- e. The new jaguar app went live yesterday in response to the President's Cabinet's request for another communication platform. From start to launch, the project was completed in 3 weeks.



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Through the app, students can receive communication, look up contact information, see the events calendar, and more functional options. QR codes will be placed across campus. Search for the app in the Google or Apple store and include A&M at the end: jaguarappa&m.

- i. 72 apple and 25 android student devices have downloaded the app as of August 19.
- f. We have completely moved to Duo 365. We are one of the last system schools to transition. Users will be prompted after so many days to verify their access.
- g. A self-service tool software will be available soon. Individuals will be able to window search the self-service tool for all of the downloadable software that is available without ITS permissions.
- h. ITS has transitioned from Adloc to the JIRA ticketing system. Lionel had a team of students, faculty, and staff test it out. The main difference is that you can type the problem and it will funnel who it goes to. Shout out to Luanne for all her and the ITS team's work!
- i. New TV monitors will be placed around campus with updated software. Send flyers to MARCOM for approval first. Once approved, it may be sent to ITS for posting on the TVs.
- j. New enrollment management system being rolled out soon called Laser Fish to securely store transcripts and important educational records.
- k. Switched from EMS to Ad Astra for room reservations. Through EMS, the Registrar needed to pull enrollment data and manually pair it up with utilized classes. Ad Astra helps with this process more automatically. It is currently used for academic areas, the non-academic spaces will be included soon. Hopefully by the end of this year.
- l. Hoyt asked if zoom had a directory like webex. Deanna said staff will be assigned a personal link to their room but was not aware of an available directory with all organizational users.
- m. ITS was invited to join in future meetings to provide updates as needed. They agreed to share updates that they send to faculty senate.

4. Committee Reports

- a. All Staff Meeting (Hoyt, Jarrick, Priyangana, Dr. Cooper). Kudos to the committee.
 - i. Jarrick confirmed 157 online attendees, 41 physical auditorium attendees. 198 total.
 - ii. Jarrick and Luanne suggested not reserving two additional locations next time.
 - iii. Food will not be provided at the next meeting, so we won't require multiple stations.
 - iv. The food options were tasty. Several staff received compliments. Luanne mentioned staff seemed to enjoy being able to pick up the food to go.
 - v. We have time between now and November to brainstorm for the next meeting.
- b. Social & Community Service (John, Cristina, Rosalinda, Jarrick, Liz, Roseanne)
 - i. Cristina announced adopt-a-family updates. She met with the Family Service Association about process changes due to COVID. This will impact changes to our process also.
 - They asked donations to be dropped off the weekend before Thanksgiving, instead of December.
 - The committee will determine an appropriate deadline for signups. Stay tuned.
 - We can begin advertising in mid-September to provide more time.
 - Virtual donations are encouraged.



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- The committee will evaluate what a new wrapping party would look like post-COVID and will work out the details with Abigail's assistance.
- Christina expects a larger need for donations than in years past.
- c. Appreciation/Recognition (Priyangana, Cristina, Liz, Roseanne, Rosalinda, Bryant)
 - i. Pri had trouble reaching the committee to select awardees, but confirmed a September recipient has been determined. Hopefully as individuals become more settled, we will be able to determine recipients for the September, October, and November.
 - ii. The committee will inquire with Chartwells about lunch or coffee vouchers. The big gift would be the end of year celebration with Dr. Matson.
- d. Communications/Marketing (Miriam, Hugo, Liz, Francy, Abigail, Luann)
 - i. No major updates. We have posted meeting minutes and questions on the website.
 - ii. Don't forget to submit your bio's to Hugo for the website. Read his email for details.
 - iii. Staff will see more emails from Staff Council. The wrist band colors were released. Do not share wrist band information with anyone. If there are things you see that you would like emailed out to staff, let the communication/marketing committee know.
 - iv. Staff have appreciated the updates and want to know what is happening.
 - v. Cristina created a professional development list. Staff can add upcoming webinars or trainings. We discussed sharing the list with all staff to benefit from and contribute to.

5. Special Committee Reports – Updates

- a. Business Continuity Task Force (Jarrick)
 - i. The Fall 2020 Blueprint is out and posted on the website. The committee is finished. Check out the website if you have not already.
- b. Parking and Transportation (Hugo)
 - i. Free parking on University Way, Jaguar Parkway, and Lot 3.
 - ii. Luanne asked if someone with a handicap plate still needed to pay to park or if there is handicap parking in these areas for free. She has asked Jennifer in Parking but has not heard back yet. Hoyt said there are about six handicap spots in visitor parking in lot 2. Luanne inquired about whether they could use visitor parking. Miriam offered to ask Jennifer Valdez.
- c. Master Plan Committee (Hugo)
 - i. No updates.
- d. 2020 Census Working Group (Hugo)
 - i. No updates.
- e. Bookstore Advisory Board (Hoyt)
 - i. No updates in book store.

6. New Business

- a. HR Update (Francy)
 - i. HR was awarded with the 2020 Well Work Place Silver Award which recognizes those who help build and shape their wellness program. A&M-SA was the only Texas



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organization to receive this award and is only one in eighteen nationwide. Thank you Francy for all you do!

- ii. Martha asked Francy to remind staff about the Employee Awards. It is available on the HR main page. They are monitoring the nominations within the next 3-4 weeks and Martha will send reminders. The four awards include:
 - On a mission to excellence
 - The rising professional award
 - The outstanding professional award
 - Jaguar excellence award.
 - iii. HR is on-boarding faculty and staff this month. Staff names are listed in the HR E-blast.
 - iv. Flu shots will be available on campus September 10 and 24 in the Vista Room from 2-4.
 - v. September 15 comedy webinar from 10-11 a.m. RSVP on jagsync.
 - vi. Schedule of events are up to date on the wellness page along with the zoom fitness calendar. Francy worked with recreational sports to make this available for staff, faculty, and alumni this Fall.
 - vii. Francy worked with MARCOM on creating virtual Jaguar Pride zoom meeting backgrounds with instructions for use also.
- b. Hoyt confirmed that Amazon prime should be automatically available on Amazon.
 - c. Suggestion Box New Items (Miriam). Miriam said there were not that many possibly because of all the recent townhalls and all staff meetings.
 - i. Parking (Betty Villegas, 8/05)
 - ii. Service Awards (Rebeka Delgado, 8/18)
 - d. Follow-up on Suggestion Topic Items
 - i. Salary Review (Anonymous, 6/26)
 - ii. Concerns with UPD on campus (Anonymous, 6/26)
 - e. Red Staff Council shirts
 - i. Miriam designed a t-shirt that she will share with Richard for approval. She asked for edits or approval. Abigail asked about whether we should include the year. The consensus was to not include it to increase longevity of the t-shirts. Miriam she she will order about 20 to have some extra. Let her know if you have more suggestions.

7. Other issues/concerns

- a. Miriam attached the answers to pending questions from town hall and all staff meeting. The questions have been provided to Dr. Matson already. Someone asked about the budget. The budget was addressed at convocation and potentially will continue to be addressed at the upcoming budget forum from the President's Office on Tuesday, September 1 at 12 p.m.

8. Adjourn

Next Meeting: Thursday September 17th / 2:00pm