

Meeting Minutes – November 20, 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:

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

3. Approval of Minutes

4. New Business

- a. HR Update (Francy Leal): Deepshikha Vyas attended with Francy and started on October 21. She will be working with benefits so be on the lookout for emails from her. Updates: The last on boarding is December 2 for this year. The first on-boarding in the new year will be on January 6, 2020. November 28-29 are holidays and we will be released four hours early on November 27th. Winter Break is December 23 through January 1st. Francy received the information about the suggestion box item asking for more information on the tuition reimbursement and waiver information. She has asked that this be tabled until the January 7th all staff meeting but for now, she pulled the system regulation 31.99.01.00.01 Employees Registering as Students. Questions about auditing classes should be directed to the Provost. HR has received proposals on rebranding of the Total Rewards initiative and they are reviewing them currently. There will be no on-boarding of student workers during the December 2 thru January 6 time frame. Jarrick asked about the last day student workers who are graduating could work. Per Christina, Francy stated that FWS

students can only work until commencement while student workers can work until the end of the graduating month.

- b. Suggestion Box Items (Nancy)
 - i. Faculty berating staff and students (Anonymous, 10/24) – This was addressed during the All Staff Quarterly Meeting by Martha.
 - ii. Birthday leave (Eliasz McCullen, 10/29) – Information from A&M Corpus Christi campus has been sent to Martha.
 - iii. Dress down after fall semester finals and before spring classes begin (Amanda Trybula, 10/22) – Per Dr. Matson there is no official dress policy so at this point it is really up to the supervisor but we will wait for more official word from Martha.
 - iv. Amazon Prime free shipping (Anonymous, 10/23) – Dr. Matson will investigate and will follow up with Dr. Spindle.
- 5. Old Business
 - a. Summer camp initiative (Ester) – Still in limbo, Dean Sheperis has been asking for financial support and Dr. Matson is working on this. We hope to have something more definitive in February. Nancy told Dr. Sheperis that Staff Council does not have the funds to cover this.
 - b. Pending Suggestion Box Items (Nancy)
 - i. Vending machines in the modulars (Michelle Anguiano) – Still pending
 - ii. Mr. Softee food truck on campus and donations to Staff Council (Anthony Perez) – Nancy emailed Chartwell’s staff who could help with this but she is still waiting on a response.
 - iii. Communication issue regarding reorganization of Student Affairs and transition impact on staff (Anonymous) – In a recent Executive Staff Council meeting, Dr. Matson said if there are still lingering questions, staff should go to their director.
- 6. Committee Reports
 - a. All Staff Meeting (Sarah, Hoyt, Jarrick, Priyanganana)
 - i. Nov. 19, 9:00 a.m., Vista Room – number of attendees, feedback: 80 scanned in to Jag Sync but we still had a good amount who signed in manually so Jarrick estimated about 115-120 were in attendance. ACTION ITEM: Nancy will continue to investigate how to send a calendar invite from the Staff Council email and Hoyt will help Nancy figure out how to do this.
 - ii. Next meeting – Jan 7, 9:00 a.m., Vista Room – breakfast served
 - 1. Employee Spotlight Award Presentations by Dr. Matson (Oct, Dec, Jan, & Feb awardees) – Ursula, the October award winner will be on campus for the January meeting and we hope to have the awardees from the other months named.
 - 2. Speaker suggestions – Sarah is the point person so please send her speaker ideas. The new Athletics Director was suggested since this person will hopefully be in place by January. HR will be speaking about the tuition reimbursement. Hugo asked if we would be interested in having someone speak about the Count me in 2020 Census. All were in agreement that this

would be a great topic. ACTION ITEM: Hugo will take this suggestion back to the committee to see who would want to speak.

- b. Social & Community Service (John, Cristina, Sarah, Rosalinda, Jarrick, Liz, Roseanne)
 - i. Door prize gift cards for Convocation Mixer winners – ACTION ITEM: Nancy will try to get these delivered to Michelle Anguiano and Mary Walker and will take Hugo with her to get pictures.
 - ii. Door decoration judging, gift cards – Nancy has received a matrix for scoring and judging from Julie and a Google sheet to use for departments to sign up on so this could be a starting point. Judging will be on the 3rd of December. ACTION ITEMS: John will be taking the lead on coordinating this and Cristina will create the form on Jag Sync where departments can sign up. Nancy will send the criteria for judging to John. Rachel offered to be a judge and John will find a few more.
 - iii. Adopt-a-Family – ACTION ITEMS: Hoyt will submit a helpdesk ticket to get Miriam and Hugo access to the Staff Council email. Nancy will send out the email from Cristina and a calendar invite for the Christmas Wrapping Party. The email that Nancy will send out describes what Adopt-a-Family is and how to describe it to your co-workers. Pro tips from Cristina: if you're in a small department, get a smaller family (5 or less people) and focus on getting more new gifts per person. You could assign two people to buy for one person as well. They accept gift cards and gently used items too. Cristina has the form open until the 11th but it's better to sign up sooner. Roseanne has wrapping paper she would like to donate!
 - iv. Holiday Wrapping Party (Dec 16, 4:00-6:00 p.m., Patriot's Casa Ceremony Room), gift cards(?) – Cristina will go shopping with John if he needs help otherwise Abigail is handling most everything else. There will be gift card drawings every 30 minutes with a gift card for the best fun sweater.
 - v. Staff Emergency Fund status – About \$1300 raised so we may need to come up with some other kind of a fundraiser. Jarrick asked if we could have a donation jar for the Staff Emergency Fund at the Holiday Wrapping Party. Cristina suggested we have a stocking on the mantle where people can donate to the Staff Emergency Fund. ACTION ITEM: John will look for a stocking.
 - vi. Jan 10 social mixer – location, activities – John asked if we still want to do one at this time since people might still be out or busy getting ready for the semester. It was suggested we host it the following Friday, January 17th since it's before a three day weekend. We are not having a social mixer in December since we're co-hosting the Wrapping Party.
- c. Appreciation/Recognition (Priyanga, Rachel, Cristina, Juan)
 - i. Employee Spotlight Awards – Hugo updated the spot on the Staff Council website chronicling our two first winners.
 - 1. 2nd Quarter Employee Spotlight nominations to be reviewed by Nov 26 (Dec, Jan, Feb awardees)
 - 2. Parking spot issue – Stephen was still having a problem parking even with the sign but this has been reported to Christian.

- ii. Administrative Professionals recognition planning – Nancy would like to think about doing something for this again. It's on Wednesday, April 22.
 - d. Communications/Marketing (Miriam, Hugo, Liz)
 - i. Visits to offices in districts – We can still go and visit and pass out the Holiday Wrapping Party flyers.
 - ii. Door decorating, Holiday Wrapping Party, All Staff January meeting, January social mixer promotion – ACTION ITEM: Nancy will work with Hoyt to figure out how to send out calendar invites.
 - iii. Employee Spotlight awardee highlights on website
 - iv. Hugo stated that if his team could get all the information needed for flyers in a reasonable amount of time that would be really helpful.
- 7. Special Committee Reports
 - a. Parking and Transportation (Hugo) – Adding more resident spaces in Lot 1 was approved
 - b. Pay Rates Working Group (Ester, Rosalinda, Roseanne) – Report compiled and to be taken before the Board
 - c. Thanksgiving Pot Luck (Jarrick) – Trivia has been completed and includes Thanksgiving questions and A&M 10 year facts. It's a Kahoot game. Staff Council is not doing anything with turkey donations as that is now handled by the Mays Center.
 - d. Search Committee for VP Student Success and Engagement (Rosalinda) – They have identified six candidates and will be conducting skype interviews next Monday and Tuesday. From there they will pick top three to invite to campus. This person might be a good speaker for the January 7th all staff meeting as well if they have started. ACTION ITEM: Cristina suggested Linda and Jarrick take this back to their respective committees to see if the person hired would be willing to do that.
 - e. Master Plan Committee (Hugo) – Hugo has a copy of the master plan and would be willing to send to us. Their biggest task is restructuring athletics without losing space for Research.
 - f. Search Committee for Athletic Director (Jarrick) – See earlier notes
 - g. 2020 Census Working Group (Hugo) – Working every week and meeting again next Tuesday. They are looking at opening a room on a certain day so students can come in and count themselves.
- 8. Other issues/concerns – Cristina: If you have an event on the weekend, housekeeping is not scheduled. It costs \$16.50 per hour and you will be charged for four hours no matter what. She doesn't understand why housekeeping isn't regularly scheduled on the weekends in an institution that's growing the way we are. Nancy mentioned that she is still seeing that they are not recycling but just adding to the trash cans. ACTION ITEM: Nancy will send this action item to Dr. Spindle. Cristina mentioned the Cisneros Institute was charged for a case of toilet paper for an event that was over a weekend!
- 9. Adjourn