



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

December 2021 Monthly Meeting
4 – 5 p.m.

December 15, 2021

December 2021 Staff Council Monthly Meeting Agenda

1. Call To Order

2. Roll Call

1. President – Jarrick Brown (Class of 2021, EEO #1)
2. Vice President – Dr. Mary Kay Cooper (Class of 2022, EEO #1)
3. Jessica Burnette (Class of 2022, EEO #4) **Absent**
4. Alyssa De La O (Class of 2022, EEO #4) **Absent**
5. Abigail Montanez (Class of 2022, EEO #3) **Absent– Preparing for Commencement**
6. Bryant Moore (Class of 2022, EEO #3)
7. Rebecca De Leon (Class of 2023, EEO #3)
8. Angelica Garza (Class of 2023, EEO #3)
9. Amber Graham (Class of 2023, EEO #1)
10. Tim Gritten (Class of 2023, EEO #1)
11. Yvette Milo (Class of 2023, EEO #3) **Absent**
12. Allison Noll (Class of 2023, EEO #3)

3. Approval of Minutes – November 2021

Jarrick made a motion to approve minutes from November. Mary K and Allison second.

4. Committee Reports

1. All- Staff Meeting

- i. Save the Date: January 5, 2022 | 9 – 10 a.m. | Vista Room
 - a) Breakfast will begin at 8:30 a.m.

The president made suggestions for the all staff meeting and the committee is working to see where those suggestions will fit in.

2. Social & Community Service

i. December 2021

- a) Holiday Door Decorating Contest (Social)

First Place: Academic Learning Center

Second Place: The Office of First-Year Experience

Third Place: Community Partnerships & Campus Visit Experience

Jaguar Spirit Award: Student Involvement

Concluded door contest. Gift cards will be purchased soon for the various department winners and will send to Tim for budget information.

- b) Adopt-A-Family (CS)

- a. We adopted 19 families this year.

Presents have been delivered.

- c) SC Happy Hour | December 10, 2021 | 6:30 – 8:30 p.m. | The Pearl

- a. We had 15 people in attendance from HR, IT, Student Business Services, President’s Office, Enrollment Management, Business Affairs, Student Academic Success Center, and Student



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Involvement

3. Appreciation/Recognition Committee

- i. A call for nominations will go out this week to be presented at our January meeting

Currently, we have 8 nominations. All revisions have been made and are in Teams.

Communications/Marketing

Communications/Marketing Committee				
November 13 – December 12, 2021	# of posts	# of direct engagements	# of followers	Comments
Facebook	168 total 5 new posts	116 new	117 total 3 new	According to Facebook analytics, we have reached 292 people though combined posts between these dates. We had 116 post engagements/interactions.
Instagram	209 total 4 new posts	25 likes, 10 stories	222 total 6 new	Instagram insights say we reached out to 153 accounts and 23 content interactions this past month.

Birthday posts have started and have been successful. It was reiterated that if any other committees have marketing needs, to reach out to this committee for promotion/creation of marketing materials.

4. New Business

- 1. **Suggestion Box Items – See Supplemental Page**
- 2. EEO Town Hall Meetings Update

Mary K - For the November meeting there was a suggestion about putting the scribe’s notes into a Teams document. A few people have done that and are awaiting others to complete this task. The plan is to then discuss and address items at All Staff meetings. We have not talked about what has come out of the town hall meetings in a systematic way. Another question is who would be presenting this at All Staff meetings?

Tim – The vision of this is to represent the staff and provide answers that have been asked anonymously. A question that was posed was what should we be addressing in town halls or should we save them for All Staff meetings.

Jarrick – someone suggested to update the description for the EEO Town Hall because there was confusion around what the EEO Town Hall meeting will entail. There was a lot of admin questions and suggestions about refining the processes to help avoid burnout (when there are extended vacancies, could HR send hiring





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managers reminders).

Tim – it’s going to be really helpful to sift through the language and responses to see if there is a very prominent issue we can start on.

Tim asked the council, “What are your thoughts on getting back to people?”

- **MKC – A multi-pronged approach. At the town halls, again at the All Staff. We can send an email with responses. We can also use the private jagsync group.**

Bryant asked if the town hall notes would be posted on the website. This turned the discussion to our Staff Council website and what we want to be public facing.

Jarrick suggested that maybe we could set up permissions on the website to require authentication to access minutes and suggestion box items.

Tim then asked about information and how we can share information, where we can share information, and how we can meet our staff where they are currently.

- **Mary said that office hours has been brought up in the past and maybe we should discuss this more.**
- **We started to discuss locations for office hours or gathering places for staff to join us.**
- **We discussed pros and cons of this. Pros (gather more data, associate names/faces, stay up-to-date) and Cons (could potentially become an ombudsmen, we are gathering a lot of data already)**

Mary K brought up the point that we have a lot of suggestions already, and maybe we should focus on how to answer and work to refine the process to communicate answers and provide updates in an efficient manner. Committee heavily agreed.

Allison suggested a quarterly newsletter and could be another place to showcase the different items that need addressing. Mary K said she had been thinking about a newsletter and maybe that would cut down on emails. She also stated that it would probably need to be more often than semesterly. Suggestions were made for it to be with the Marketing Committee, but we currently do not have capacity to meet this need. Potentially when we have filled the vacant positions we could start the newsletter.

3. Special Committees Updates

- Provost Search Committee – Tim Gritten
Recruiters are doing a soft promo right now, and will do a promotion in January. The profile is complete and should have been submitted on the 9th.**
- VP of University Relations – Jarrick Brown
4 candidates have been interviewed and awaiting 1 tomorrow. At the beginning of the school year, we will have on-campus interviews.**
- Parking Committee – Allison Noll, Rebecca De Leon, Jessica Burnette, and Jarrick Brown
Had an initial meeting in November. Cynthia said that the meeting will increase in frequency starting in the Spring.**
- Health & Wellness – Amber Graham
Promo video will play**





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- v. University Food Services Committee – Yvette Milo, Jarrick Brown
If we hear any concerns or have questions, bring them to Yvette so she can discuss at the food services committee.

- 4. Open Floor Discussion (event ideas, other issues/concerns)

The interim provost will be announced shortly. The President has reassured the Executive Committee that we are not in a bad fiscal shape and all of our jobs are secure. Executive Committee suggested that the Dr. Matson or Jessica have office hours to discuss and ask questions if staff have any concerns. They were receptive to the idea and want to hear from the staff. A question asked was will Dr. Matson address these items in person? This question was also asked as a suggestion box item which the Exec committee has brought forward to her already.

- 5. **Adjourn Meeting**

Meeting adjourned at 4:58 PM

