



TEXAS A&M UNIVERSITY SAN ANTONIO

October/November 2023 Staff Council Monthly Meeting Agenda

November 8th | 3:30pm – 5pm

- **Call to Order**
- **Roll Call**

Name	Class	Attendance
President - Rebecca De Leon	2023	Present
Vice President - Heather Olague	2024	Absent
Secretary – Yaribel Caraveo	2024	Absent
Treasurer – Liesl Hons	2024	Present
Historian/Parliamentarian – Mia Garcia	2024	Present
Cynthia Alejos	2024	Present
Huda Eltayeb	2024	Present
Aaron Guerrero	2024	Present
Clarissa Tejada	2024	Present
Juan Espinoza	2025	Absent
Joni Foster	2025	Present
Melissa Gamez-Herrera	2025	Present
Abel Morales	2025	Absent
Daniel Rendon	2025	Present
Dr. Reba Sims	2025	Present
Jennifer Valdez	2025	Present

- **Committee Reports-Liesl Hons-CHAIR**
 - All-Staff Meeting- Thursday November 16th 2:30pm-3:30pm
 - Sweet Treat and Coffee for attendees
 - Pending an HR speaker since Martha is unavailable
 - If we do not have a backup presenter we will have a 10 minute opening and will take suggestions from the team.
 - One of the presenters will be virtual.
 - Topics for January
 - January 11th | morning meeting
 - Looking at breakfast options to get people out there
 - Treasurer Update
 - If you are hosting an event please update Liesl letting her know you spent money to allocate it to the appropriate event.



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- Currently a \$20 charge from someone's PCard but do not know where it comes from
 - Huda – It was a charge for some pillow supplies purchased from last fiscal year but the reports are just now getting approved.
- **Appreciation/Recognition-Cindy Alejos-CHAIR**
 - Next Award: November 2023 All Staff Meeting
 - 9 employees were nominated
 - Winner will receive a \$50 gift card from HEB and 8 hours of paid time off.
 - Liesl and Heather will need the names to be able to post them on the All Staff Meeting Presentation and the social media page.
 - Team will be getting ready for Admin Professionals Day
- **Social & Community Service-Huda Eltayeb-CHAIR**
 - Adopt a Family/Wrapping Party December 14th
 - Contacted Family Services to be able to send out updates to departments who signed up
 - Sent out a reminder to everyone about the wrapping party
 - Event will take place in the afternoon in the Vista Room
 - Will assistance be needed for the wrapping party?
 - Yes, but need more assistance to be able to deliver the presents the following day (Friday, December 15th). Drop-off is from 12pm – 2pm.
 - If we need more assistance with vehicles we can send out a message to all staff on campus.
 - Door Decorating Contest
 - Pending to send out the information on this.
- **Communication/Marketing-Heather Olague-CHAIR**
 - Staff Council Member Spotlight
 - Haven't met just yet. Members are still pending to send Mia pictures for the social media.
 - The goal is to start in December. Please send pictures by November 30th.
 - Suggestion Box items on webpage/HR Newsletter
- **Other Committee Service (reports in Teams, any question for the below?)**
 - Parking Committee – Mia Garcia (on hold)
 - Working with Janae but the committee needed to change the time and day.



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- University Food Services Committee – Liesl Hons (**reached out to Janae**)
 - This is being handled by the VPs. Currently on pause.
- University Resource Commission – Heather Olague
- Faculty Senate meetings – Heather Olague
- Institutional Effectiveness – Clarissa Tejeda
- Parking Ticket Appeals Committee - Huda Eltayeb
- Space Committee – Dr. Reba Sims & Clarissa Tejeda (**email sent, have not heard back**)
 - Pending to hear back from them
- Employee Development Day - Clarissa, Yari, and Huda
- **New Business**
 - **HR Updates:**
 - Hired a new benefits person, Jessica. They just started Monday.
 - Holiday Schedule – Can find through HR Website.
 - Employees who work biweekly, timecards need to be approved earlier than the original date since campus will be closed.
 - This applies to student workers. Reminders will be sent out via email and through the HR E-Blast
 - Women at work
 - Speaker Series (Clarissa Tejeda Presenting) | November 13th | Vista Room | 11:30am – 1pm
 - Wine Down | November 27th | Classroom Hall | 3:30pm – 5pm
 - **Executive Committee Updates**
 - Executive meeting will take place next week.
 - Dr Ochoa is continuing his listening tours
 - Since these are still ongoing, we will hold-off “Town Halls” once they are completed.
 - A recurring issue is communication. Dr. Ochoa will continue to send out his updates via email so that everyone knows what’s going on.
 - New traditions being added for graduation
 - Different honors for graduates
 - 1 medal for outstanding seniors that they can present to the most influential faculty or staff member



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- Stole that students can present to their loved ones after graduation.
 - Will be meeting with SGA and Faculty to discuss this further.
- **Open Floor Discussion (idea, issues concerns)**
 - If there is anything we want to know about or address we can chat with Liesl to see if we can include it in the All Staff Meeting agenda to get updates.
 - Example: Recently got email from Amazon with the packages
 - Staff Meeting Minutes:
 - Staff members haven't been able to access meeting minutes.
 - Will work with Yari and Heather to get all those updated since there are still bios that also need to be updated on the Website.
 - Family Engagement Announcement
 - Family Association is hosting their annual Student Angel program.
 - If you have student workers they are able to sign up and submit a one-pager with some information on the student. Family Association will find sponsors for them.
 - This is different from Adopt a Family. The Student Angel Program is to help A&M-SA Students specifically.
 - Thanksgiving Celebration
 - Does staff council have anything to do with this? Office of the President hosts this for staff and faculty.
 - There was a possibility of combing this with the final All Staff Meeting in November but since the Thanksgiving Celebration is for faculty and staff it would make the meeting too long.
 - Thinking of potentially having some giveaways during the All Staff Meeting to giveaway some of the pillow promo items.
 - Do we have additional funds to do some giveaways at the All Staff Meeting?
 - HEB Gift Cards? Thanksgiving decorations? Bookstore Vouchers? Chartwells Vouchers?
 - This is a possibility since not a lot was spend on the cookies and beverages.
 - Staff Council members are willing to donate a few items too to help create giveaway prizes.

Adjourn Meeting