



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Executive Staff Council Meeting Minutes – February 10, 2020 CAB 410

## **In attendance from Staff Council:**

President-Nancy Larson

President-Elect-Miriam Magdaleno

Secretary – Sarah Timm

Historian/Parliamentarian – Ester Woodbury

## **Others in attendance:**

A&M-San Antonio President-Cynthia Teniente-Matson

Chief Human Resources Officer – Martha Gonzalez

## **Absent:**

Treasurer-Rachel Montejano

- I. Review Minutes
2. Shared Governance Hot Topics
  - New Suggestion Topic Items
    - i. Marketing Points of Contact (Anonymous, 11/12): With so many staff changes that are not being communicated, it gets hard to do one's job. For example, who do we contact in Marketing about purchase approvals for promo items? It doesn't make sense to email VP DeDiemar with those requests, but that is who is in Cristian's away message. I just wish as these staff changes were made, that memos would go out with the new chain of command or who to direct questions to.  
\*\*Dr. DeDiemar presented this information at the Quarterly All Staff Meeting on Nov. 19.
    - ii. Employee Tuition Benefits (Cristina Dominguez, 11/15): At one of our All Staff Meetings, can we have someone come in and talk about employee tuition benefits and/or the process to audit classes? I have heard that auditing classes is an option for staff, but cannot find any information on it.  
\*\* Francy Leal presented information about tuition benefits at the Quarterly All Staff meeting on January 7. Details are included in the All Staff meeting minutes.  
\*\* During the Staff Council meeting on January 22, Rachel said there is already an auditing policy in the catalog. Anyone can audit but permission is needed from the faculty member and there must be a seat available in the class.





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- iii. **Cleaning Charges on the Weekend (Cristina Dominguez, 11/20):** 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. Cristina mentioned the Cisneros Institute was charged for a case of toilet paper for an event that was over a weekend! Nancy also mentioned that she is still seeing that they are not recycling but just adding to the trash cans.
- \*\* Nancy emailed Dr. Spindle, who responded that he would get back to her ASAP. Followed up with Trevor Liddle, who said the SSC contract only includes event housekeeping services during the traditional working day. Events outside of that time frame require SSC to schedule extra labor to meet the additional housekeeping service requirements. He has tasked Auxiliaries with improving the communication and explanations for additional service charges associated with events held after hours. This communication may address the requirement to pay for the case of toilet paper for an event.
- \*\* Nancy asked Dr. Spindle to address the question about recycling and has followed up with Trevor Liddle.
- iv. **Picnic Table behind Modular C (Joanna Vela, 12/2):** It'd be really nice if we could get a picnic table on the back side of MOD C for staff/faculty and students to use. It's a peaceful place and would be a nice space to eat lunch outdoors. I'm wondering if there might be a spare picnic table somewhere that could be moved.
- \*\* Nancy submitted a facilities request, and Katie Archambault replied on January 30 that one will be placed behind the building. No table there yet.
- v. **WebEx to Zoom (Anonymous, 12/16):** Do we know if the University will be switching from WebEx to Zoom anytime soon or is there a way for office to have Zoom over WebEx?
- \*\* Per Bill Griffenberg, A&M System has signed contracts with both WebEx and Zoom. We have licensing for WebEx, we purchased 20 Zoom licenses for now. Those interested in having it should contact IT.
- vi. **Organizational Structure of the University (Lionel Cassin, 1/7):** I would like to see an overview of the organizational structure of the University. I am unclear about all the different departments/offices within TAMUSA, their functions/responsibilities, and their leadership.



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\*\* Nancy emailed Lionel to clarify if he wants this covered in an upcoming all staff meeting or if this is something that should be updated online. She sent him a link to the newly-updated organizational chart under “About” and “Leadership” on the university’s website.

\*\* Nancy will point out this link at the next Quarterly All Staff meeting.

\*\* ACTION ITEM: Dr. Matson asked Martha to check to make sure this newest version of the organizational chart online includes our new Athletics Director. Dr. Matson will mention this to Bill Griffenberg as well.

vii. Summer Camp (Anonymous, 1/7): Any updates on Summer Camp?

\*\* See pending Suggestion Topic Items.

viii. Power Hours (Kimberly Grotewold, 1/7): How does one go about recommending topics for Power Hours? I made a suggestion for a workshop on Open Educational Resources (project I have been working on for 1 year) through Ms. Jessica Loudermilk but received no feedback. Perhaps there is a form or other mechanism for making suggestions?

\*\* Nancy emailed Jessica, who doesn’t believe there needs to be a separate feedback mechanism. The SHARE function for emailing the Office of the President already exists and would be an appropriate place to forward topic ideas. She believes that for Ms. Grotewold’s topic request the Power Hour may not be the most appropriate forum, given that her topic would likely be of more interest to a faculty audience, not a mixed faculty & staff audience in the Power Hour events.

\*\* Dr. Matson suggested this topic go to the IT Governance Group - ITSC (Bill Griffenberg is responsible for this agenda). She also suggested that she work with Sherita Love’s area since they offer brown bag presentations on topics that are often of interest to faculty. Nancy also suggested the Faculty Senate. ACTION ITEM: Nancy will email Bill.

• Follow-up on Suggestion Topic Items

i. Summer Camp Initiative (Ester Woodbury, 6/19): Dr. Sheperis has asked for support with funding this initiative, since it’s a University operation and not just a College of Education & Human Development budgeted item. Dr. Matson to visit with Martha to see how to best approach this. Dr. Sheperis stated that estimated costs would be 10-15K to pay for materials, lunches, snacks, insurance, a camp coordinator’s salary, etc. Over 100 individuals indicated interest in having summer camp opportunities, following the survey last fall. Per Dr. Matson there are summer camps that occur here on campus so it might be worthwhile to determine if our employees’ children could participate in them. An employee





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interest group surrounding this issue should work through Human Resources moving forward. Per Dr. Matson, unfortunately no formal requests were made for budget help. Ester still feels like anything (even if it's just a week long camp) would still be of benefit and understands that the camp would be for a fee (this was included in the survey that initially went out to all staff/faculty gauging interest in the summer camp idea). If the College of Education isn't available (in addition to what is already being offered) to help with this summer program Dr. Matson suggested that Martha check with Rec Sports to see what options might be available and how much it might cost.

- ii. Vending Machines in the Modulars (Michelle Anguiano, 8/15): No new status of the vending machine installation. Johnny Guevara said it's possible there will be an outdoor vending machine option.
- iii. Amazon Prime Free Shipping (Anonymous, 10/23): Why are we paying for freight and employees to have to go to the store when we could get Amazon Prime back and have items delivered in 2 days or less with free shipping?  
\*\* Frank Ramon says that he provided statistics to the Comptroller, Chris Leach, about the advantage of using this service. The Business Affairs department is in favor of it, but still waiting for approval in writing from Chris. Dr. Matson was told by Dr. Spindle before he left that there is a hesitation because this could potentially adversely impact the HUB vendor purchases. She will follow up on this.
- iv. Birthday Leave (Eliasz McCullen, 10/29): Martha did contact Corpus and Kingsville, and they use Emergency Leave as the code for Birthday Leave, since there isn't a System time off category for this. She said she would suggest this to Dr. Spindle and see if he could bring this suggestion to the Cabinet. Martha recently attended an HR higher education conference and asked if anyone else does this, and most responded that they do not. Martha stated that for those campuses currently using the emergency leave it is completely at the discretion of the President. She's asked Lloyd and Chris for a possible cost that could be associated with doing this. Dr. Matson suggested we close the loop on this request unless Staff Council wants to formally make the request that Birthday Leave should be in place. At this time Staff Council does not want to formally request this since many schools do not have this and we feel Emergency Leave should be kept for true emergencies. Per Dr. Matson, Martha has done her due diligence and she can withdraw her request for the calculations from Lloyd and Chris. Martha offered for the employee to speak with her if needed.





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### 3. New Business

- Cristina Dominguez will serve on the search committee for VP Business Affairs and Chief Financial Officer.
- Staff Council Committee Reports
  - i. All Staff Meeting
    - 1. Next All Staff meeting will be Tuesday, Apr. 14, 9:00 a.m., Vista room.
      - a. Recognition of February, April, and May Employee Spotlight Awardees and presentation of framed certificates.
      - b. Invitations will be sent to all VPs after spring break.
      - c. Suggested speakers/topics: New VP Student Success & Engagement, new Director of Intercollegiate Athletics & Recreational Sports, Festival planning, First 50 Days update, New Student Orientations, reminder about 2020 Census. Dr. Matson suggested we consider adding a presentation about Heritage Months. Dr. Mahan is in charge of the committee working on these. Alumni updates might also be helpful, however Dr. Matson said it doesn't have to be in this forum but might be helpful to hear about the data Dr. Cooper is gathering about our alumni. Either Dr. Matson or one of the co-chairs for her new President's Commission on Accessibility (will encompass the former EIR group) might be another good speaker option. Dr. Matson broadened the scope of this group to include how people with disabilities experience the campus. She might just introduce the concept and the let the co-chairs speak. Another agenda item: Employee Development Day teaser. Per Nancy, we will get someone from Staff Council to help with planning for Employee Development Day.
  - ii. Social & Community Service
    - 1. Second Fridays Staff Mixer – switched from Valentine's Day to the third Friday, Feb. 21 at LaTuna, 100 Probandt, 5:30-7:30 p.m. and the March mixer will also be on the third Friday, Mar. 20, location TBD. March will be at the Friendly Spot, April will be at the Block. Nancy already has flyers for these and will be sending them out soon. Dr. Matson stated that Chef Johnny Hernandez of The Fruiteria on S. Flores said they were willing to make a room available for an employee gathering. Martha suggested Luna Rosa (near Brooks City Base) as a possible future event space that was fun.
    - 2. Staycation planning – March 11<sup>th</sup> and will include inflatable rentals, pizza, drinks, non-alcoholic drinks, games (Amazing Race), door prizes and more. Dr. Matson said to make sure we order plenty of food!
    - 3. Next community service will be volunteering for the Festival. We are encouraging staff to also participate in the Choose Act Impact event this





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weekend (Basura Bash) so Nancy will be sending out something to all staff soon about it.

### iii. Appreciation/Recognition

1. Employee Spotlight Awards – Next quarter nominations are due Mar. 10. Nancy stated they have already received some nominations and will review them after March 10<sup>th</sup>.
2. Will plan for Administrative Professionals recognition on Apr. 22. Dr. Matson suggested that something healthy might be nice to coincide with the walking challenge that will be going on at the same time. Martha said that the chair massages have been appreciated in the past.

### iv. Communications/Marketing

1. Visits to offices in districts during February.
2. Possible addition to Staff Council website: Post suggestion box items with answers in a central location.

### 4. Other issues/concerns

Dr. Matson asked if we've received any concerns about parking now that the spaces have been shifted back to the residents. Miriam mentioned that some were concerned when the hogs were coming out but none of the rest of us have heard concerns about the parking. She is very pleased with the outreach we are doing. Having the new VPs in place will help to settle things in terms of communication.

### 5. Adjourn

