



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Executive Staff Council Meeting Minutes –  
March 9, 2020  
CAB 410

In attendance from Staff Council

President - Nancy Larson  
President-Elect - Miriam Magdaleno  
Historian/Parliamentarian - Ester Woodbury  
Treasurer - Rachel Montejano  
Member - Hoyt Garner (note taker)

Others in attendance:

A&M-San Antonio President – Cynthia Teniente-Matson  
Chief Human Resources Officer - Martha Gonzalez

Absent:

Secretary - Sarah Timm

1. Review Minutes
2. Shared Governance Hot Topics
  - No New Suggestion Topic Items
  - Follow-up on Suggestion Topic Items
    - i. Summer Camp Initiative (Ester Woodbury, 6/19)
      1. Martha reached out to Art Olague with Rec Sports to see if we could discuss a summer camp option that would be open for our employees. He said that Rec Sports has kicked this idea around in the past, and would be open to discussing this with us. Martha is working on scheduling a meeting soon. Art will email Martha tomorrow and they will meet late this week early next week.
    - ii. Vending Machines in the Modulars (Michelle Anguiano, 8/15)
      1. Johnny Guevara said he reached out to our vendor and they can only place drink machines outdoors, obviously due to critters. So another option is to check with Facilities on the timeline of converting MOD B into the Athletics department. From his understanding, the classrooms will be transformed into offices, so he will see if he can fit a couple of machines in there, which would be a great central location for the modulars as well as the administration portables.
    - iii. Amazon Prime Free Shipping (Anonymous, 10/23)





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- I. Nancy is in conversation with Frank Ramon. Still waiting to hear if Business Affairs is going to approve this.
- iv. Cleaning Charges on the Weekend/Recycling (Cristina Dominguez, 11/20)
  - I. Nancy emailed Trevor Liddle, who addressed her questions as follows:
    - a. *Is it standard to charge a group for a case of toilet paper? Is that in any contract that is done with housekeeping over a weekend?* The charge for restroom supplies should not be passed on to any group. Please have the user send me the invoice in question and I will address privately with SSC.
    - b. *I've observed cleaning crew taking recyclable items out of my blue bin and throwing them in with the trash. I wonder if they're doing that with all the recyclable items...* I understand that Todd Mocabee replied to this concern previously. However, there are many reasons why "recycled" items may no longer be recyclable because of contamination in the bin. In single stream recycling there is a very low threshold for "contamination" of a load, typically this a less than 2% some single stream operations that number can be as low at .5%, I do not know what the City of San Antonio's allowable contamination rate is. If you have specific questions about why you witnessed a potential error in recycling activities please call Todd or Mary right away so they can investigate with our service providers. Todd raised the issue of contamination as a reason why recycling may not be occurring. Dr. Matson directed Martha to have Trevor and SSC to meet with the Staff Council Executive team to discuss how recycling works so that a broader understanding can be provided to the campus community.
- v. Picnic Table behind Modular C (Joanna Vela, 12/2)
  - I. Katie Archambault said that there is some fencing that will be installed behind Modular C due to the clearing of the land for the athletics fields and after the installation, they will survey the area again and determine if there is an appropriate place to put a picnic table once the fencing is in place.
- vi. Power Hours (Kimberly Grotewold, 1/7):
  - I. Nancy has connected Kim with Bill Griffenberg and Deanna Reynolds as this suggestion is more for the Brown Bag Lunch Series instead of the Power Hour series due to being faculty focused instead of campus as a whole focused.

### 3. New Business





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- Resignation of Juan Espinoza from the Staff Council. Will not be replaced at this time.
    - i. Nominations and elections will be held in May
    - ii. Possible Constitution change regarding EEO#5 category
      - 1. EEO#5 (para professional) only has 17 people in the group and there is no representation from that area. Nancy & Miriam will get together to discuss whether or not to propose to combine #4 & #5 as a category. Martha will run a new list of how many people are in each category to see what needs to be done in order to adjust the representation numbers so that there is a balanced representation across all categories of staff on campus.
  - Toastmasters Charter Member applications available from Nancy or Richard Jenkins
    - i. Richard Jenkins has provided Nancy with a few applications to hand out. The group is looking for members. Sponsored by Alumni
  - Employee Development Day planning: Jarrick Brown and Liz Chavez are Staff Council representatives
    - i. June 3<sup>rd</sup>. HR is still looking for people to help plan the event and would appreciate anyone that is willing to volunteer to help.
  - Bookstore Advisory committee: Hoyt Garner is the Staff Council representative
4. Staff Council Committee Reports
- All Staff Meeting
    - i. Next All Staff meeting will be Tuesday, Apr. 14, 9:00 a.m., Vista room.
      - 1. Recognition of February, April, and May Employee Spotlight Awardees and presentation of framed certificates.
      - 2. Nancy is working to get Luann White to the meeting so that she can be recognized as the February Awardee. If she is unable to make the meeting efforts will be made to present the award to her in her office.
      - 3. The April & May Employee Spotlight Awardees are still receiving nominations and will be decided after the nominations close.
      - 4. The agenda is still being set for the meeting
    - a. Sarah will be emailing the VPs after spring break to request topics from them for their presentations
  - ii. Planning for 2020-2021 AY meetings has begun. Possible dates: Aug. 12 (Aug. 6 is back-up), Nov. 10, Jan. 12 (Jan. 5 is back-up), and Apr. 14.
    - a. Dates as following have been booked in the Vista Room with Abigail by Miriam
      - i. Aug 12.
      - ii. Nov 10





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- iii. Jan 12
- iv. April 14
- Social & Community Service
  - i. Staycation: Wednesday, Mar. 11, 11:00 a.m.-2:00 p.m.
    - 1. John De La Rosa and the committee have been working hard to make it a fun event. It will include: 5 minute massages, pizza, drinks, an Amazing Race (gift cards as prizes), Rec Sports games.
    - 2. 80-100 RSVPs via email calendar invite
  - ii. March mixer: Mar. 20, The Friendly Spot. 943 S. Alamo, 5:30-7:30 p.m.
    - 1. Dr. Matson mentioned La Fruiteria was interested in doing one for us
    - 2. Dr. Matson also suggested that Staff Council could host an event at Hot Wells' REEL Wednesday
  - iii. Next community service will be volunteering for the Festival.
    - 1. Nancy mentioned that Staff Council is encouraging staff to help with the event
  - iv. Appreciation/Recognition
    - 1. Employee Spotlight Awards – Next quarter nominations are due Mar. 10. We have received at least 7 nominations to date.
    - 2. Will plan for Administrative Professionals recognition on Apr. 22.
  - v. Communications/Marketing
    - 1. New addition to Staff Council website: Suggestion Box Topic Items
      - a. Staff Council has created a new section on their website that specifically deals with the Suggestion Box Items so that they are easier to access and staff is not having to dig through the meeting minutes in order to find the one(s) that they are looking for. This is especially helpful for those anonymous suggestions that are submitted.
- 5. Other issues/concerns
  - The President's Office is looking at buying a block of seats at the River Parade & Battle of Flowers parades to have the University community support the students on the floats in a group instead of spread out across the parade
  - Martha asked in regards to the funding level of the Staff Emergency fund. Nancy stated that money had not been added since the Fall Fest fundraiser and that we are wanting to get it to \$2000 before going live with it. Dr. Matson asked if there would be something done at Festival in order to raise money. It was mentioned that a few people have done the automatic payroll deduction to help fund the fund.





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- Dr. Matson asked how the group is feeling about the emails being sent out in regards to Coronavirus. Rachel shared that Kingsville and Alamo Colleges are starting to work on their work from home process. Martha mentioned the working group that is looking into the alternate work location rules. The President's office authorizes who is eligible to work from home/remote. There is a leave function under Work Day that allows for the selection of work to home as part of the emergency leave. Rachel asked about the VPN security form for Banner Access for offsite. Sgt. O'Callaghan sent out an email have the departments update their continuity plans. The Deans & Chairs are checking to make sure that every course has a Blackboard set up in order to allow for a smooth transfer to a totally online course if it becomes necessary. We are at low risk right now but that is changing daily. Martha stated that they are adding to the FAQ in regards to the information out there on the University's Coronavirus page. Miriam asked about future travel and the directive for that. Currently it is a on a case by case basis. The System will be putting out a bulletin today. We as a campus are moving with the System in how we are proceeding moving forward. The University has doubled up on soap and sanitizer areas on campus. Martha reminded everyone about the EAP that is available to staff if they are feeling anxious about this issue.
- Dr. Matson wanted to make sure that everyone had received notice from their supervisor in regards to their merit increases.
- Dr. Matson asked if Staff Council would be advocating for summer hours again this year. Nancy noted that she was placing it on the agenda for next weeks' Staff Council meeting in order to discuss the issue. Dr. Matson also mentioned that data had been collected at the conclusion of last summer and that that data would be good to consider as part of this year's recommendation.
- Dr. Matson asked where Staff Council was on making suggestions for the 20/21 Holiday schedule. Staff Council has internally recommended to have only 2 days for spring break and to take off Labor Day. Nancy will officially responded to the email request when she returns to her office.
- Dr. Matson suggested that Staff Council create a calendar to use going forward in order to be able to focus on upcoming dates and requests that should be made based off of those dates.

6 Adjourn

