



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes--Quarterly All Staff Meeting

August 9, 2018, 9 a.m.

Vista Room

Members Present:

Brandon Oliver
Teresa Petersen
Rebeka Delgado
Nancy Larson
Francy Leal
Rachel Montejano
Ashley Rodriguez
Frank Sanchez
Sarah Timm
Julie A. Williams
Larry Ynman

Members Absent:

Michelle Anguiano
Lucilla Vasquez
Ana Flores

Introductory Remarks by Brandon:

- Introduction of Officers and Members
- Brandon has a commitment to transparency and communication during his term as president.
- We have received our charge for Staff Council from Dr. Matson

Dr. Matson's Remarks:

- This is meant to be a prelude to convocation. We will not have a staff breakfast before convocation. Please give feedback on the scheduling of this event to Staff Council.
- Her meeting with the faculty the morning of convocation was not meant to be a slight on staff. That morning is the only time she and the faculty can get together since they have various schedules during the summer. Many faculty are not even on campus in the summer months.



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

- She feels like this is the first time we're in an academic rhythm. We are building on things we've set up in the past.
- "Talent is universal. Opportunity is not." Our work here is a significant symbol of the opportunities we provide to the students.
- She needs our voices to identify issues we see to make sure they're addressed at the highest level of the organization. Therefore she is encouraging staff to take issues to Staff Council since we'll be spending 15 minutes at each executive meeting with her discussing what we've heard.
- Thank you for what you're doing to make the university a better place!

Summer Hours Survey Results Discussion

- Per Brandon, we will continue to assess the results and will look at numbers from other departments.
- Julie Williams went over the survey results: (she was part of the Summer Hours Task Force)
 - 77% completion rate
 - 87% of those who responded felt the summer hours were beneficial to them.
 - They felt having this time was uplifting and allowed them to get personal tasks done without using leave. They did not feel it hindered our service to students.
 - 86% said they would like modified summer hours next summer.
 - 62 comments received: Concerns arose because not all departments were able to have the modified summer schedule but the summer hours were at the discretion of the supervisor. Some staff raised concerns about employees taking advantage of the modified hours too but again, supervisors should be monitoring this. It was suggested that supervisors work with staff to offer alternatives in regards to flexible scheduling.
 - Come January Staff Council will have a proposal for what we'd like to do next summer and reach a decision by Spring Break to provide departments more time to plan ahead.

Dr. Matson gave Art Olague a cutting board with the A&M-SA seal on it in honor of his work as the past Staff Council President.

Martha Gonzalez's Remarks:



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

- She was asked to speak about the work of the Staff Recognition Task Force. Bill Spindle is the head of the task force.
- Employee Development Day 2018 Survey Results:
 - 91% of respondents were extremely satisfied or satisfied with event.
 - Many people really liked the guest speaker Bob Bodine and liked that the event brought people together from different areas of the university.
 - 95% of respondents would recommend the event to other employees in the future.
 - 93% of respondents are likely or extremely likely to attend the event in the future.
 - Feedback/comments received: Have more training, a break before lunch, and suggestion that morning activities be hosted in a different space.
- A separate sub-committee has been created from the task force to work on the next Employee Development Day.
- She offered for staff to email her or Bill Spindle with other comments if they weren't able to complete the survey.
- Staff Awards (sub-committee from task force)
 - Nominations will happen this year with awards presented next year.
 - "On a Mission to Excellence" Award: Applicant has taken risks to better the university
 - Rising Professional Award: Worked in higher education for less than 5 years, not a manager, high degree of integrity, promote professionalism, willing to go the extra mile
 - Outstanding Professional Award: Worked in higher education for more than 5 years, in a managerial role, high degree of integrity, commitment to programming or process improvement, display professional demeanor, collaborate with other departments, demonstrate strong leadership
 - Jaguar Excellence Award (Group): Demonstrates creativity, shining example of partnership, can be a committee or task force, must have 3 or more members, should have positive impact on students or staff
 - Who's Eligible: Full time employees, students are not eligible, good standing in your department, employed in full time status on or before Sept. 1, 2018, employees at or above VP level are not eligible



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

- What do you win? Get commemorative plaque, \$1000, recognition at Employee Development Day, if group wins award they get \$1000 but it must be used internally on campus
- Announcements for awards will be available in fall
- Application is open for 3-4 weeks early spring

Christian Harmon's Remarks:

- Parking is now transitioning into its own department and no longer under UPD
- Starting Aug. 1, lot structure has changed. Temporary parking lot is for students only. All of lot 2 is for faculty and staff only. (This was a collaborative decision.) Visitor parking spots in Lot 1 will be changed to resident parking to help with availability of resident spaces. Should now have about 100 spots for residents.
- Change in fee structure: The university was losing money on our parking program based on data gathered in the past. Students: Went from \$60 to \$90, Staff/Faculty went from \$60 to \$120. Also decided to offer a fall semester permit for only for \$50 since many students would be graduating at the end of the fall. Fall and spring permits cost \$100 for those who don't work during summer. Summer permits are available for \$20.
- Payroll deduction is now being offered as well. Deadline to enroll is November 30th. The form is on the parking website that needs to be filled out and submitted in order to get the permit. The form is then submitted to Lloyd Butler. \$10 deduction per month.
- New Alternative Transportation Methods: They've been working with a bike share consultant to map out the right program for our campus. Looking at a scooter option as well. Might look at using our campus as a pilot campus for a dock less bike share program. This could potentially happen in January. Ride Share Program: working with AACOG to get something going on campus.
- Question from audience: If you have multiple vehicles, do you have to buy 2 permits? Answer: No. Permits are still a static cling but you should register both vehicles.
- Question from audience: Will you have extended hours? Answer: August 20-22 extended hours until 7pm
- Question from audience: Where are you located? Answer: Located in CAB 117, next to mail and receiving



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

- Question from audience: Where can we provide feedback? Answer: Email Christian directly
- Question from audience: What's the timeline for paving the temporary lot? Answer: August 18th (per Todd Mocabee)
- Question from audience: Any updates from VIA? Answer: They are slow to respond but Christian pesters them once per week. They are working on the Primo line (currently on the west side) but they are trying to bring it to other parts of the city and will hopefully have it on the south side by January. The Primo line is a fast bus service that skips every other stop. A line should be coming down Zarzamora.

Todd Mocabee's Remarks:

- He is the Director of Facilities and Construction. Mick Deeds is the Director of Facilities for SSC so Todd's role is more of a liaison between staff and SSC. He is here to help facilitate challenges we experience with SSC (ex. not getting good communication when submitting work orders).
- Work Order Process: Go to Facilities website and submit, SSC gets it and responds
- EP-1 Form (Construction Form): Use this when doing construction in your area. You'll have to print it out and get multiple signatures otherwise it will get sent back to you (ex. add a door, add light fixtures or a window).
- FR-1 Form (Furniture Request Form): Use this to buy or borrow furniture. This form gets funneled through Procurement. Must be printed and requires multiple signatures.
- STEM Building: still punch list items to be taken care of but they will be done before fall semester starts.
- Modular C: building another modular next to Mod B and the focus for this space is offices. For example, academic affairs' "one stop shop" that contains advising, academic success, tutoring. Early December completion with move in no later than Dec. 17.
- Academic Building in 2020: 100% completion of schematic design. This building will contain mostly offices and a few classrooms. They are working on funding for phase 2 of the building.
- Sherita Love's department will be moving to portable 102 after some renovation.
- 4H Club (TX A&M Extension) will be taking over a part of portable 104. Per Dr. Matson, this will allow middle and high school students to participate in 4H activities.



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

- Question/Comment: Noticed the custodians are mixing trash and recycling so this needs to be addressed. Todd assured he would speak to the custodial staff about this.
- Phase 2 of STEM—completed by Spring of 2019

Dr. Matson: Lots of facilities decisions were made to align with our strategic plan and keep students successful.

Eric Cooper/Joanna Franke's Remarks:

- Enrollment management is no longer under student affairs and they are still going through this transition. There are several new candidates on campus for the new VP for Enrollment Management. There is one coming today and one more next Monday so staff are encouraged to come out to meet them.
- Esperanza Hall Update: 371 students so the hall is full! Moving in 290 students this Saturday, 40 per hour! 110 are returning students who lived here last year. 10 are transfer students. 290 are freshmen. 157 males/214 females. Top 3 areas that hall residents are from: Houston, Austin, Dallas. We have residents from California, South Carolina, Colorado and other states across the country.

William Griffenberg's Remarks:

- Handout provided on the computer options for the Workstation Refresh Program
- When he arrived there was no refresh program in place but one has been established.
- All equipment will be refreshed every 4 years.
- First 25% have been ordered and will be pushed out soon.
- Phase 2 order coming to refresh faculty machines.
- Funding for Sept. 1 will allow them to make an order then and they will try to catch up as quickly as possible.
- Working with Provost's office for Phase 2 to identify who gets new machines.
- The handout provided during the meeting will get added to the website today so staff can review what options are available for new computers.
- Question from audience: How do you know where you are in the pecking order?
Answer: Goes by age of equipment. However, because Phase 1 didn't include the entire faculty, a list will go to Joni and the Provost's Office to decide who gets the



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

new computers next. When IT handles it (Phase 2) it will be based on equipment age.

Closing Comments from Brandon:

- Like our Facebook Page
- There is an anonymous suggestion box on the Staff Council web page.
- Staff Council members stick around for picture after meeting.
- Summer Social: August 20th in Auditorium at 4pm until 5:30pm. Snacks and beverages available. We'll serve beer and wine!