



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – January 16, 2019, 3 p.m. Modular Building B, BIC

1. Call to order
2. Members Present
 - **President – Brandon Oliver**, Creative Design Manager (returning, EEO#3)
 - **President-Elect – Nancy Larson**, Assistant Director, Advising Services (incoming, EEO#1)
 - **Secretary – Sarah Timm**, Public Services Manager (incoming, EEO#3)
 - **Treasurer – Teresa Petersen**, Business Coordinator II (returning, EEO#3)
 - **Parliamentarian – Larry Ynman**, Academic Advisor III (returning, EEO#3)
 - **Michelle Anguiano**, Academic Coach II (returning, EEO#3)
 - **Rebeka Delgado**, Library Specialist III (returning, EEO#4)
 - **Ana Flores**, Coordinator Bridge & Learning (incoming, EEO#3)
 - **Francy Leal**, Senior Human Resources Generalist (returning, EEO#3)
 - **Frank Sanchez**, ITS Project Manager (returning, EEO#3)
 - **Lucilla Vasquez**, Admissions Counselor II (returning, EEO#3)
 - **Julie A. Williams**, Assistant Director, Testing and Assessment (returning, EEO#1)
 - **Ester Woodbury**, Student Functional Analyst (incoming, EEO #3)
 - **Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)

Members Absent:

- **Rachel Montejano**, Registrar (incoming, EEO#1)
 - **Ashley Rodriguez**, Admissions Coordinator-Campus Visits (returning, EEO#3)
3. Martha Gonzalez will present the holiday schedule for 2019-2020:
Martha stated that the A&M System sends out what they plan to do in terms of holidays but each campus can decide which holidays they would like to observe. Martha shared the system recommendations and asked for Staff Council input. We asked that we have Labor Day as a holiday in place of one of the spring break days. It was recommend we have March 12-13 (Thursday and Friday) off and work on Wednesday, March 11. July 4th falls on a Saturday this upcoming fiscal year so no holiday will be given per the system. There were 13 holidays this fiscal year but next year we'll have 15. Everyone agreed with the proposed Thanksgiving and Christmas holidays. MLK, Jr. Day is a required holiday by the system. Everyone agreed to keep Memorial Day as a holiday.
 4. Review Minutes: Opted to review individually using paper copies provided
 5. Budget Review: Per Teresa we have yet to build a budget for this year. The last page of document she provided shows what we've spent so far. We have \$5796.62 currently however none of our expenses have posted to Canopy yet. Our current balance should be at \$4,927.04





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once those expenditures hit. Upcoming events will include Staycation, Administrative Professional's Day (perhaps we'll have some kind of luncheon this year), and a Staff Council Appreciation Lunch. Teresa recommended we build a budget to include Madla Maroon Mondays. Brandon needs to get with Marissa, SGA President for future Madla Maroon dates. He tries to stick to about \$100 in expenditures for these events. He recommended budgeting \$500 for the remaining Madla Maroon Mondays. There was a suggestion to invest in the Staycation since we don't get any days off this year for Spring Break and since we have so much in leftover funds.

6. New Business

- Suggestion Box Item: Christmas Bonus (submitted anonymously)
 - i. What happened to the Christmas bonus? It would have been nice to have the president say something about why there was no bonus and no cost of living increase. We had to submit our performance evaluation - why? Why work hard with no compensation?
 - ii. Response from Martha Gonzalez, CC: Bill Spindle: The decision not to give merit increases this year did not come lightly, and was purely a business decision. All employees are valued, and while we may have received merit increases in the past years, it is something we cannot guarantee every year. We have a lot of confidence in our employees and the continued growth of our campus which will help evaluate the prospect of merit increases in the future.
 - iii. Brandon stated that he does something with each suggestion box item he receives. If the person who submits it assigns their name to it, Brandon follows up with them. In this case the suggestion was anonymous, so we will point people who ask about this to the Staff Council website. Michelle mentioned employees just wanted communication since some staff have come to expect the bonus. Ester mentioned some supervisors asked about it and related to their employees that it wasn't coming since the budget was too tight. Teresa feels like that URC should know ahead of time whether or not they'll be able to have these funds set aside. She suggested that information about this come out in the communication that Lloyd Butler sends out each year.
 - iv. **ACTION ITEM:** Brandon will follow up with Dr. Spindle and Dr. Matson about better communication in the future.
 - v. **ACTION ITEM:** Brandon will ask Fernando to set up an automated response to suggestion box items letting people know to look at our Staff Council minutes online for responses.
- Suggestion Box Item: Concur travel refunds
 - i. What's the deal with Concur travel? We've submitted our travel request for refunds in October and have not yet received our refunds. Is someone looking into this?
 - ii. Response from Daniel Garza, CC Bill Spindle: The Purchasing Department was unaware that reimbursement(s) were not issued until additional staff informed us





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they too were not receiving reimbursement(s). A Concur System query was conducted resulting in identifying the issue. Purchasing Department staff reconciled the pending reports and now has an implemented process to avoid any further reimbursement delays.

- iii. Brandon said that Dr. Matson asked Jessica to follow up with Dr. Spindle at our Executive Staff Council meeting this past Monday.
- Suggestion Box Item: Convocation & Quarterly All Staff Meeting Scheduling
 - i. Historically not all staff have been able to attend Convocation or semester All-Staff meetings due to registration. I'd like to propose changing the dates of at least the semester meetings if possible to open up the opportunity for all staff to attend without disruption to student services.
 - ii. Brandon stated that the timing of Convocation would be hard to adjust but our all staff meetings could certainly be moved, especially the ones that occur after school starts. Larry said this suggestion was shared with him and he felt like the information shared at all staff meetings was not time sensitive. Larry stated that late March/early April is a bad time for advisors. Late April would work better so Brandon stated we'll look at that for our next all staff meeting. As President Elect, Nancy will be responsible for the scheduling of the all staff fall meeting.
- Suggestion Box Item: Holiday Door Decorating Contest (Paige Petersen)
 - i. After participating in the door decorating contest this year, I have a few suggestions to offer for next year's event.
 - 1. Include a section on the entry form that allows the participant to tell the story of their door, or highlight its best parts. This small paragraph could also be included next to the door as well. I think this will allow office's to tell a little bit more about their door and offer insight on the pieces they are most proud of.
 - 2. Introduce a Jaguar Fan Favorite Award. Ask participants to complete their doors one week before the judging/announcement of the winners. Add pictures of all the doors to the Staff Council's social media, and ask staff, faculty, and students to like/comment on their favorites. Ultimately, I think this will increase student engagement and traffic on the social media pages.
 - 3. Everyone agreed that these were good suggestions! It was felt by many that we'll just need more time to prepare next year in order to incorporate these ideas. Brandon recommends we put together a sub-committee next Sept/Oct to start planning the door decorating contest.
- Spring Break event
 - i. Brainstorm – ideas? Theme? Date?
 - ii. Spring Break is March 11-15. What did we do last year? We had food and games in the Rec Room and then a movie at Brooks City Base Cinema which was after hours.





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A suggestion for this year was that we do it earlier in the day since people had to leave to get kids. Julie suggested we show a movie in the auditorium. Brandon suggested we do something during the daytime. Ana said if we write the Director of the Old Mission Drive In, we could potentially have the fee waived to show a movie there on their outside screen and we would just have to pay the rights to show the movie. Julie said if the President were to give her blessing, we could probably show a two hour movie and supervisors would feel okay sending their employees for the full time. She suggested we do a theme. For example, we could show Ferris Buehler's Day Off and have an 80's theme. It was suggested that we could turn the movie showing into a sing along or quote along with fun giveaways. Teresa asked if we could do a second day event. Miriam said we should put the movie to a vote and put out a couple of suggestions and then ask staff to vote on what they would like to watch. Someone suggested we could do two different movies on two days or two different events on the same day at two different times. For example: You do one event during the daytime and one in the evening so the families could come to that event since they might be on Spring Break. We could ask Dr. Matson if we could serve beer/wine again since it was popular the last time we did it. We would also be happy with mocktails if alcohol was not approved. Francy asked if we could get t-shirts. Julie suggested the shirts could say something funny like "I went to Staycation 2019 and all I got was this t-shirt."

- iii. **ACTION ITEM:** Brandon will try to put together our suggestions and post on BaseCamp. He will also ask if Chartwell's will be open during this time to see if we need to consider them for catering.

7. Unfinished Business

- Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Update from Sarah Timm
 - iii. Next steps – edits, other reviewers, implementation: Sarah stated that cabinet gave us some suggestions and we've addressed them. They wanted us to make it clear that departments cannot use university funds for the Staff Emergency Fund and they also wanted clarification on what to do if a department chooses to raise funds for a specific individual during a time of crisis. These have been fleshed out more on the proposal for the fund. Sarah mentioned that we'll be setting up a meeting with Dr. Ortega and Anthony Medinas soon to discuss getting the Staff Emergency Fund integrated with the A&M-SA Foundation and we'll be submitting a formal memo for adoption and our finalized documents to Dr. Matson soon. Teresa mentioned that if we raise funds for a private individual we need to watch the use of university resources in doing so (copy machines, email, etc.) and not cross those





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line. Cabinet also mentioned that you could set up an endowment for a specific person with the Foundation.

- Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
 - i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
 - ii. Update from Teresa Peterson
 - iii. Next steps – edits, other reviewers, implementation: Main points from Cabinet per Teresa: They were concerned that this might become too involved so they thought quarterly nominations might be better but Dr. Matson suggested starting at monthly for now and scaling it back to quarterly if needed. All nominations before being sent to the committee for review will be sent to CHRO for review in case there are legal actions against any of the individuals. VPs would also like to know if their staff are nominated, even if they don't win so they can circle back and tell them congratulations. Teresa is open to discussion about monthly vs. quarterly nominations. Cabinet suggested a rollover of people nominated and to keep those nominated in the pool for a certain amount of time that was to be determined by the committee. Ana mentioned there are lots of opportunities for awards now but they all involve work to nominate. She wondered if people would be inspired to nominate. Brandon said the communication plan needs to state that this is coming from Staff Council so Staff Council will be sending out the info on this initiative. Teresa suggested using the same nomination information for multiple awards since they are so similar. Brandon stated that parking space signage is in and it's branded Staff Council. Ana said the parking space is exciting and needs to be advertised. If someone wins the parking spot but is out on break, how will we keep track of this? We need to make sure UPD knows the license plate number as this parking spot is non-transferrable. Julie asked if we could do a window cling or rear view mirror hanger as well to go in the winning vehicle that has to be handed in at the end of the month. Rebeka suggested we pick three people every quarter and then split those people up amongst each month (ex. One person gets January, February, March, etc.) We would then only have to pick three people four times a year. Sarah asked about an alternative gift for a person who doesn't drive and Brandon said we could look at those exceptions as they happen. Nancy mentioned that perhaps we could ask that person what they would appreciate as a gift.
- Constitution & By-Laws Revisions
 - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
 - ii. Received approval from Dr. Matson
 - iii. Next steps
- Summer Hours
 - i. Submitted proposal to Dr. Matson on Nov 27
 - ii. Dr. Matson stated we will receive a notice next week from Martha





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- iii. Martha from HR and Dr. Spindle will collaborate on memo and determine essential departments to stay open.
- iv. Advance notice; easy-to-find communication efforts re: hours
 - v. “All departments considered closed Fridays at noon.”
 - vi. Fridays begin on May 24 through August 5 (11 Fridays)
- Staff Development
 - i. Employee Award: Staff Council representative
 - ii. Assist with Employees Awards & Staff Development Day – Francy said they will be meeting sometime this week and they are looking at the end of May. Decorating, Breakout session, Topics, Game, Prizes, and Food are the available committees. Ask staff in your respective areas if they are interested in helping.
- Committee Reports
 - i. URC
 - ii. VP Search for University Advancement (Larry): The initial round of interviews was done last week and there are four people coming to campus in the next few weeks with open forums so we are encouraged to attend. Larry asked if we had any questions for the candidates and if so to share those with him between now and early next week. Francy mentioned that she needs to meet with the candidates from the HR Benefits/Retirement perspective so she will follow up with Patti about being available.
- Staff Council picture!

