



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – April 10, 2019, 3 p.m. Modular Building B, BIC

- I. 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)
 - **Rachel Montejano**, Registrar (incoming, EEO#1)
 - **Ashley Rodriguez**, Admissions Coordinator-Campus Visits (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:

- **Michelle Anguiano**, Academic Coach II (returning, EEO #3)
- **Francy Leal**, Senior Human Resources Generalist (returning, EEO#3)
- **Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)

3. Review Minutes
4. Budget Review: **Teresa stated she cannot reconcile back to Concur as some of Brandon's packets have still not been posted. Based on his receipts, Teresa said we started with \$5,000 along with rollover funds of \$796.62. After all expenditures we are still left with \$2309.06! We have Administrative Professionals' Day coming up in April and have generally spent \$300 to 400 in the past. We will also have a Staff Council Appreciation Luncheon that she has budgeted \$400 for. Teresa has also budgeted \$200 for polos for new staff members in June, \$240.00 for two parking permits to be given away during fall convocation and \$1,000 for a summer social event. The fall convocation and summer social events can be combined. The remaining money left in our budget is use or lose so we should be sure to spend it and expect \$5,000 to be deposited to our account on September 1st.**
5. New Business – **Administrative Professional's Day is on April 24th. Any ideas? Suggestions: flowers, chocolates, hand sanitizer or hand lotion. Teresa said in the past Francy pulled a list of**





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the administrative professionals. She also mentioned that last year we gave the administrative professionals succulents and those were very appreciated and many staff still have them. Brandon will post something to BaseCamp and ask for suggestions thru the end of the week. We'll plan to order something early next week. We will share delivery of the gifts and any assembly if required.

- Suggestion Topic Item (Anonymous): Parking permit for Alamo Colleges students
 - i. There are many students who take courses at alamo colleges and tamusa. In my circumstance, i am only taking a course with alamo colleges but it is for the degree plan at tamusa. it would be nice to be able to purchase a parking permit and use the computer labs on campus. Just a suggestion, thought maybe i'm not the only student who is probably doing this. Kind of like a dual credit permit. thank you.
 - ii. **Dr. Matson said she will look into this request.**
 - iii. **Question from Staff Council: Couldn't they just park in visitor parking? A staff council member stated that often times these are full. Rebeka suggested we bring this up with PTAC.**
- Suggestion Box Item (Anonymous): Food for Staycation event
 - i. Perhaps next year you could order enough food and drinks for the "staycation." This was very disappointing after I invited my family to this event for lunch and they received one tiny hamburger. Why call it a 2 hour "lunch break" if you aren't serving a real lunch? The only one who didn't have to eat again was my 6 year old son. It would have made more sense if you had the event from 3-5 and had a snack. Very disappointing and poorly planned.
 - ii. Response from Brandon Oliver: We ordered the exact number of food for the amount of RSVP's we received and made an additional run as well. No one voiced their concern to the Council members assigned at the front in the food stations. Budget was also a concern as the catering alone was over \$1k. Staycation events are also tough to plan for due to people taking the day off and electing not to go/too busy to attend. While I certainly would have resolved this issue on the spot, we can certainly plan for a higher food count as long as it is within reason. However, I cannot disagree more that the event was disappointing and poorly planned. We received overwhelming praise and feedback (see example below) and the Council worked diligently to produce a morale boosting event. We did not want to do a 3-5 p.m. event in case people took a half day, keeping it at lunch hour when the most people were available assisted with turn out. This turned out to be correct versus attendance from previous SC events that took place later in the day.
 - iii. From Karen Ivy via email March 15: Just a shout out to you and Staff Council! Well done event today! Still in my first year here, and I'm impressed with the amount of impact the group makes. It's noticed and appreciated! Please spread my thanks!
 - iv. **Dr. Matson said she noticed that after about 12:30pm most of the food was gone so she does understand the complaint, however it's a lesson learned for next time.**





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Overall she thought this was a fun event and remarked that she even stayed longer than she had intended to.

- v. Brandon stated that we ordered enough food for around 120 people but we probably had closer to 140 people show up. Ester mentioned that if someone had brought this to her attention, they would have gone back to order more food (the way they did with the drinks). Julie said they only really had people at the end of the event who showed up asking for food. Teresa suggested for next time to advertise when food would be served, for example during the first hour or first thirty minutes.
- Suggestion Box Item (Anonymous): Hiring Processes at the University
 - i. I have concerns about the hiring processes at the University. The search committees on which I have been a member have not been impartial and do not follow the same process every time. I've seen searches left open while chairs wait for their friends to apply. Frankly, it's just really bad and members of HR have contributed to the problem.
 - ii. Response from Martha: We are sorry you had a poor experience when participating on search committees. The HR office provides training to search committee members, and discusses the importance of providing a fair and thorough process for our applicants. The HR office has begun sending out surveys to search committee members to ask for feedback on the training, and also to provide comments on improving the process. We encourage you to reach out to the search committee chairperson or Human Resources, so you can provide more specific information on your comment. This can lead to addressing and resolving your specific concerns. Thank you.
 - iii. Dr. Matson stated she will follow up with Martha about this.
 - iv. ACTION ITEMS: Rachel suggested that HR send a survey to all staff instead of just search committee members about the job posting process but with an option to submit the survey anonymously. Julie suggested training for chairs of committees so that they are more transparent.
 - v. Discussion amongst Staff Council: Teresa suggested doing a 360 review. Rachel said that it's often surprising to see new positions posted in the HR newsletters because she doesn't remember seeing the jobs posted on our website. If they are internal promotions, it would be helpful to make this more clear to staff. Several staff council members mentioned that they've served on different hiring committees and they have all been a little different. Rachel mentioned in the past it's been more structured. Julie feels like Workday has changed the hiring process, however they still have to complete a job matrix, use similar interview questions, etc.
- Suggestion Box Item (Paula Garza): Lack of Financial Merit Raises
 - i. This is my first year here and I was highly disappointed to know that this is the first place of employment that does not give financial merits during annual evaluations for staff. One of our staff members has been here TEN YEARS and





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their compensation has only changed by \$4. The cost of living in San Antonio has gone up triple that amount. That is so sad to know that A&M doesn't take care of their workers in that sense.

- ii. Response from Martha and sent to Paula by Staff Council: Thank you for your submission to the Staff Council Suggestion Box. The Texas A&M System is committed to maintaining a compensation program directed at attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be externally competitive and internally equitable. I don't know if you had a chance to review the Staff Council's meeting minutes on our webpage (<http://www.tamusa.edu/staff-council/Minutes-Agendas.html>), but the subject of Christmas bonuses and cost of living increase has been sent to us before. We reached out to Martha Gonzalez, Chief Resources Officer, for a response in which she copied our CFO Dr. Spindle. She noted, "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." Furthermore, I would invite you to review Rule 31.01.08.01, Merit Salary Increases in the University's rules and procedures. This gives a clear "why and how" a merit salary increase can be performed. In addition, according to Martha, a quick scan of employee records show that merit increases whether one-time allotments or salary increases were given the prior four years from last year. There are more than the quick scan show, but generally, the University has given merit increases when able. In addressing other ways the University takes care of its employees, the University does offer fair, competitive and affordable benefits as well as health fairs, employee development, sick & vacation leave, longevity pay, employer retirement contributions and a Staff Council to represent our needs and concerns. I certainly empathize with this individual. I do not know all of the details of this employee's salary history. I certainly recommend that this individual engage in a conversation with the immediate supervisor and check with Human Resources regarding salary over the years. If you have any further questions, please let me know. I will also be bringing this up in April Staff Council Meeting and in our April Executive Officer's Meeting with Dr. Matson.
 - iii. **Dr. Matson stated that she has asked Dr. Spindle to look into the possibility of a merit raise.**
- Suggestion Box Item (Anonymous): University Pay Rates Below National Average
 - i. TAMUSA pay rates are well below national average and often well below what staff in comparable institutions are paid. We will not be able to get the right staff unless base salaries are increased.





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- ii. Dr. Matson made a commitment to review the PricewaterhouseCooper's study of salaries that was completed back in 2014/2015. She said we'll have a conversation about this again when Martha Gonzalez can be present.
 - iii. Teresa mentioned that Dr. Matson realized that this study is a bit dated and that when the study was done, some staff member's job titles were pigeonholed into categories. Rachel mentioned that new positions are being created and done so at a marketable rate but the "old" positions are not being brought up to the same pay level. Teresa stated that if individuals find out about this, they should go to their supervisor to discuss equity issues. Rachel stated that often times the jobs posted don't even show the pay rate so it's hard to know when there are equity issues. Julie is pretty sure that UTSA had a pay freeze for almost seven years so it's unfortunately not just us experiencing the lack of raises.
 - Staycation
 - i. Huge success!
 - ii. 120+ people attended
 - iii. Thanks to all those involved!
 - Nominations for FY20 Staff Council
 - i. Memo to be issued beginning of May
 - ii. List from HR with employees of at least six months of service and in the respective vacant EEO categories.
 - Brandon mentioned that our next all staff meeting would be on April 17th from 9 to 10am. There will be no breakfast at this meeting. Dr. Matson said she will plan to attend a short portion of the beginning of the meeting as she is double booked at that time. Brandon stated he has put out a call to all of the VPs asking if they wanted to attend and give updates and he has heard from a few that they will be attending.
6. Unfinished Business
- Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Update- We are on the A&M-SA Foundation webpage as a possible donation option. We will work on getting more information about the Staff Emergency Fund on our website and we can look into taking cash but need to meet with Dr. Ortega first for more details. Dr. Matson asked Brandon to advertise this on social media.
Teresa asked if we can be part of the SECC. Rebeka explained that once our foundation is part of the SECC, then we can be part of it as a subset. The A&M-SA Foundation needed to pass an audit first.
 - Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
 - i. Sub-committee: Teresa Peterson and Rachel Montejano
 - ii. Update from Teresa Peterson: Nominations will come in and be reviewed and out of the pool they will pick three people. The nominations will go to HR first to be vetted, then the committee will pick three people, coordinate presentation of the





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award, notify VPs of all that were nominated in their division, and at the end of the month, the winner works with UPD to select their parking spot. We will go with fiscal year nominations. Question from Teresa: When should we purge the nomination pool and start fresh? Suggestion from Rebeka: purge so that you're only looking at nominations for a one year basis and purge by the quarter. Julie suggested you open it up for nomination periods that are defined by quarter. She suggested we could even only have the nomination period open for a month, ex. July 1-July 31 for quarter one. Question from Teresa: Can an employee only be awarded one time per fiscal year? Yes, we are all in agreement with that. From the one month period collection, we'll select winners for the next quarter. Teresa will try to rewrite their original document and timeline and then post it to Basecamp for review. Brandon would like this done before the end of April.

iii. Move to Quarterly

- Summer Hours
 - i. Marketing & Communications will send out communication this week.
 - ii. University will be considered open. We'll now be focusing on flexible schedules. Monday through Thursday is still 8 to 5:30. Julie asked for clarification – the office should still be open on Fridays and staff can still leave early but someone should stay around. Lucilla asked when will this be communicated to students and when will it go on the website? Brandon stated that summer hours will have its own section on the website with FAQs. As far as students, they should also receive a mass email. Lucilla also asked if Marcomm could create banners/graphics that the different departments could share on our social media channels.
- Committee Reports
 - i. URC
 - ii. Employee Awards & Staff Development Day
- Facilities/Housekeeping Issues

Rebeka offered to send Brandon some pics of what the bathrooms look like on Saturday. Teresa mentioned she was here this past Saturday and her trash had not been emptied. Brandon asked us to send him any pictures so he can forward them to Mick Deeds and Dr. Spindle. Lucilla mentioned it's very embarrassing when they have events on the weekend for prospective students and the bathrooms are a mess or they are out of toilet paper. This could impact enrollment. Teresa mentioned it would be helpful to have signs in the bathrooms telling students who they should contact when there are issues. Rebeka thought it would be even better if it could be a text number. Rachel thought a QR code might be helpful.

