



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – August 16, 2018

3 p.m. Modular Building B, B1C

1. Call to order
2. Roll Call

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)
Francy Leal, Senior Human Resources Generalist (returning, EEO#3)
Rachel Montejano, Registrar (incoming, EEO#1)
Ashley Rodriguez, Admissions Coordinator-Campus Visits (returning, EEO#3)
Frank Sanchez, ITS Project Manager (returning, EEO#3)
Lucilla Vasquez, Admissions Counselor II (returning, EEO#3)

Members Absent:

Ana Flores, Coordinator Bridge & Learning (incoming, EEO#3)
Julie A. Williams, Assistant Director, Testing and Assessment (returning, EEO#1)

3. Review Minutes: Sarah provided hard copies of minutes from previous meeting and reviewed highlights.
4. Treasurer's Report: Teresa provided hard copies of the most recent report for all in attendance. The Appreciation Lunch charges posted and we went over budget by \$129.05. The actual expense for polos has been incurred but has not posted yet. Teresa asked if we still want to buy parking passes. Currently we've spent \$279.34 through Sam's and \$80 for bartender for the Summer Social event so we're ahead in terms of our original allocated expenses. Teresa mentioned promotional items won't be purchased and we saved on summer social so we have a surplus however, she didn't



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think these funds would roll over to next fiscal year. She suggested we ask if we could collect our surplus.

5. New Business

- Parking Permits for Convocation: Do we still give them away? Timing would be better to give them away during Staff Development Day. If they can't be re-used, it would be better to give them away now before most people pay for them. Brandon suggests we buy them now but hold on to use at a later date. He'll purchase two today and we'll use soon as an incentive for something. Brandon mentioned we have initiatives coming up that we could use them for.
- Dr. Matson's written charge (Summer hours, Professional development, 10 Year): Brandon emailed this document to everyone and he reviewed the highlights. Her charge came from a brainstorming session with Brandon and the two previous Staff Council Presidents. Brandon feels revising the summer hours will be our biggest task! He thinks we got about a 50% response rate. The majority of staff said summer hours were beneficial and want them to return, even if in a different format. It was mentioned that negative comments need to be given the same weight. Brandon passed out hard copies of the results from the survey. Even though the proposal isn't due until January, Brandon would like to get the proposal submitted in November. Michelle mentioned it wasn't clear that supervisors in different departments could alter the summer schedule as needed. Nancy questioned why we even needed to pick a modified schedule. She asked if we could just ask supervisors to pick a schedule that works best for their departments instead. Rachel feels we need to decide on a start time so all offices know when other departments are open. She feels supervisors need parameters. Teresa said if we get a proposal in order early enough, we could even create a Google doc where all departments report their summer hours so everyone knows when all offices are open. Francy suggested we post this to the website so it is visible to students as well as staff. Brandon said we not only need to consider what the summer hours are but how this will be rolled out/communicated to everyone. What verbiage should we use (ex. limited staff during certain)? Do we need to get administrator buy-in? Larry mentioned "limited staff" verbiage means nothing to parents coming in to get help. He feels we need to be consistent across the board.
- Representative for 10 Year Committee: Rebeka Delgado volunteered to be on the committee.
- Executive committee meeting with Matson report:





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Brandon mentioned having Martha at the meeting was helpful because she has great experience and knowledge.

□ All Staff Meeting report:

Brandon thought it went well. We had 120/130 RSVPs so it was well attended. We had an ambitious agenda with great speakers. He's received positive feedback. During the executive committee meeting the day before it was decided that a presentation on Deer Oaks will be a potential agenda item in the future.

□ MONDAY'S SUMMER SOCIAL: Need teams for set up, clean up, serving:

Set Up: Michelle, Rachel, Francy @ 3pm

Clean Up: Teresa suggested we get Ziploc bags for leftovers. Brandon will bring gloves. Lucilla, Ashley, Frank @ 5:30pm

Serving: Teresa will help and bring tongs. Larry and Sarah will help as well.

At 4:30 the bartender can start serving beer and wine but the event starts at 4pm.

Teresa suggested we have some kind of small advertisement for Staff Council that we pass out. Brandon will work on something and Teresa will have her student workers print out and cut. Brandon stated staff council members can wear their shirt if they want but don't have to because of convocation. Larry asked if we're expected to be at convocation and Brandon said that's up to your supervisor.

□ Suggestion Box Item: Staff Council Sponsored Employee of the Month:

Brandon reviewed original submission. Brandon reviewed what was discussed in Executive Staff Council Meeting. What would the reward be? Would this cause contention and be like a popularity contest? Martha said criteria should be clear. Martha recommended peer to peer recognition but conversation moved to departments spotlighting employees. Recognition could come in the form of Facebook, Points of Pride, etc. Perhaps we could align this with core values? We would want to highlight people personally but also their roles within the university.

Open Discussion: Rebeka was concerned that people would not be happy with those selected. Rebeka liked the "Gotcha" idea and thought it would be fun and Brandon agreed this might be easier to do. He suggested that we could buy a bulletin board (s) and ask people to post comments. Rachel suggested a reserved parking spot as a reward. Frank suggested we form a sub-committee but one of the officers should be in charge of that sub-committee. Teresa volunteered to take on the chairing duties. Frank and Rachel volunteered to be on this sub-committee.





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Lucilla recommended you don't force people to pick someone by a certain date. By October we'll have a proposal for Dr. Matson to review.

Suggestion Box Item: Lockers in Madla Building

This item was from Sylvia. Lockers have been locked for a year and no one will claim responsibility. We need to ask Dr. Spindle who owns the space and ask to create/share a policy with staff. Brandon mentioned that the room could also be a security concern. The question was raised if this room is still being used as a lactation room.

Suggested Agenda Item from Michelle Anguiano: University Emergency Fund

The issue was initially raised by Kathryn Zepeda after a co-worker's tragic situation. Michelle read the full written request from Kathryn. Rebeka mentioned she has seen this at another university and anyone (staff, students, etc.) could pull from this fund. Rebeka mentioned they had a huge event where people read poetry, sold items, etc., to raise money for the fund. Lucilla said their sorority has something too called "Sis Grants" and it's based off of donations. Brandon reviewed what was discussed at Executive Staff Council meeting. Sarah asked how we would decide who is going to get the money. What criteria would we use? Michelle believes Kathryn intended this fund for catastrophic events. Sarah will chair this sub-committee and Rebeka and Michelle will work on this. The plan is to have something for Dr. Matson by October meeting too.

6. Unfinished Business

Summer hours raw data feedback: Brandon is still working on collecting this from various departments.

Fill remaining seats for Gloria (EEO3), Debra (EEO3), EEO 4, 5 and 6 are needed.

The Staff Council Constitution says you need at least two members for each classification. Larry said we need to have a staggered membership and currently we don't. Constitution says that when you need to fill vacancies you pull from the highest vote tally from the the most recent election, no matter what EEO category they are in. Brandon and Larry will look at vote tally from last election to determine the top three vote winners. No need to have an EEO 6 category.

7. Committee Reports

Committee assignments: Outreach committee? Lucilla asked what the outreach committee would do. Brandon said their function would be to raise awareness of Staff Council. We decided this committee was not needed.





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8. Announcements: Teresa mentioned there is a non-educational emergency fund in place for students. Joanna Franke is in charge of this.
9. Adjournment

