



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

# Meeting Minutes – September 12, 2018

## 3 p.m. Modular Building B, B1C

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)

**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)

**Frank Sanchez**, ITS Project Manager (returning, EEO#3)

**Julie A. Williams**, Assistant Director, Testing and Assessment (returning, EEO#1)

**Members Absent:**

**Michelle Anguiano**, Academic Coach II (returning, EEO#3)

**Lucilla Vasquez**, Admissions Counselor II (returning, EEO#3)

3. Sarah reviewed minutes from both last month's meeting and Executive Committee meeting
4. Treasurer's Report: Teresa provided hard copies of the Staff Council YTD expenditures as of 9/11/18. What she showed on the report balances to the account in Canopy as of August 31 and Staff Council has a surplus of \$796.62. The bartender at the Summer Social event did not charge us so we saved \$75.00. Teresa suggested that we need to figure out what our budget will be for FY19. She and Brandon will discuss a budget proposal and present it at the next meeting.
5. Summer Staff Council Rockin' Social – Thank you!!!! Brandon appreciated everyone's help and thought the event was a good morale booster and very entertaining.





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### 6. New Business

- Budget – surplus rollover approved by Dr. Spindle & Chris Leach. We must spend it.
- Madla Maroon Monday – mini-socials: Brandon stated that we will work to split this celebration between SGA and Staff Council.
- SECC & Lip Sync Battle – Anthony Medina presentation. LSB is Oct. 31 & Halloween Costume Contest
  - i. Per Anthony, communication is coming next Monday about the campaign starting. He stated that the good news is that we're not in last place compared to the other 8 universities in our area but the bad news is we're second to last in terms of contributions. Anthony would like us to be the cheerleaders and help spread the word about the campaign. He is the committee chair. There will be a drawing for early bird contributions and a drawing at the Halloween Lip Sync contest. They will be doing away with suggested contributions for hourly vs. salaried employees this year. They will be offering really nice prizes including hotel stays, Spurs tickets, and possibly Bruno Mars and Britney Spears tickets.
  - ii. Patty Gonzales from United Way spoke: She has been working with the company for four months. \$41.25 million is the goal for their company this year. United Way helped 1 in 4 people (680,000) last year. 397,000 of those people used direct services. More than 282,000 called their 211 emergency services. 211 services help with things like utility services, rent services, food services. Dial 211 the way you dial 911. The four main areas that United Way focuses on are: **Ready Children**: ensuring kids ages 0-8 grow up healthy and happy, **Successful Students**: helping students stay in school, **Strengthening Families and Individuals**: providing job, parenting, life skills and providing services for drug abuse, child abuse, domestic abuse, **Safety Net**: providing emergency services 24 hours a day (food, shelter, etc.) She encouraged us to give from our heart.
  - iii. Brandon would like to see us all as a council participate and contribute. Rachel asked if Staff Council could offer a prize (pizza lunch, breakfast tacos) for departments that are at 100% SECC contributions. Brandon likes this idea and others agree.
  - iv. Oct. 31 during lunch time—Staff Council costume contest: Brandon will be calling for help judging the costume contest. He would like us to get out the





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word for the Lip Sync contest. He reached out to Marissa Lyssy with SGA and they are going to try to get the word out to the students to perform. There will be an entry fee for performers but whoever gets the most tips during the performance wins.

- Intercollegiate Athletics – Sept 19, 2 to 3 p.m, CAB 405: Brandon hopes all can attend.
7. Unfinished Business
- Suggestion Box Item: Staff Council Sponsored Employee of the Month: Side note— Dr. Matson was impressed that people are suggesting items.
    - i. Report from sub-committee: Teresa, Frank and Rachel provided an excellent report in hard copy for all. Rachel looked around to see what existed at other universities and the committee built off of that. Teresa mentioned they want to highlight those going above and beyond. Criteria: Be employed for at least 12 months. Nomination forms could be available online with two signatures needed: immediate supervisor and department head. Nominations due by the 10<sup>th</sup> of each month for consideration in that month. Communication plan: post it on the university website, joint announcement from HR, Staff Council and Office of the President. The selection committee will consist of a Staff Council member and HR member along with representation from all divisions on campus. Members on the committee would serve a 12 month term and preferably terms would be staggered. They suggest the committee meets monthly but this can be done virtually. One winner selected per month using a matrix. HR and Staff Council co-chairs will prepare materials for committee making the selection. She reviewed the timeline provided including when to accept nominations, when to review and score nominations, when to compile nominations, when to plan the presentation of the certificate to the winner by Dr. Matson. Frank asked Christian if the winner could have a preferred parking spot during the month that they win. We might need to invest in a movable sign since staff members park in Lots 1 and 2. They would love to see this written up in Points of Pride and spotlight the employee and what they do at the university. Would also like to see winners of the employee of the month asked to stand and be recognized at Convocation. Teresa reviewed the scoring matrix. Rachel provided a sample employee of the month award nomination form. Larry suggested





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for criteria: 12 continuous months @ A&M-SA in case you have someone who leaves and comes back. We decided not to require the person to be in the same job for those 12 months. Brandon will post this first draft to Basecamp and ask for feedback from all. Teresa really wants input on the questions we would want to include on the nomination form. She stressed the committee selecting the winner would need the details of the employees' work!! Frank said it is a possibility to do the parking spot reward but we need to come up with signage suggestions and then Christian will send them to Dr. Spindle.

ii. Due in October

- Suggestion Box Item: Lockers in Madla Building
  - i. Both Sylvia Medel and Brandon reached out to Dr. Spindle. Dr. Spindle will look into it. Trish Hayes also reached out to Mick Deeds. Mick said he would look into getting a card reader put in. Brandon: ownership is being passed to where it needs to be. Teresa said we still need address the issue of lockers being permanently locked.
- Suggested Agenda Item from Michelle Anguiano: University Emergency Fund
  - i. Report from sub-committee: Sarah, Rebeka and Michelle
  - ii. Due in October
  - iii. **\*\*Dr. Matson** mentioned that this is the first semester our campus has had an emergency fund for students. She stated that staff enrolled as students could qualify for these funds. She also stated that the Chancellor's Office helped set up the funding for this. She mentioned that we could also ask the Office of Student Counseling and Wellness if they had a list of community resources such as the Food Bank, SAMM ministries, etc. that would provide staff help during a time of crisis. Sarah has reached out to Rachel Lutz and Kathleen Frank about this and already received some information. Dr. Matson mentioned that a Staff Emergency Fund is atypical.
  - iv. Rebeka reviewed the handout provided to all. A&M College Station (& Galveston), UT Austin and UT-HSCSA all have emergency staff funds. She reviewed the maximum fund amount, eligibility requirements, criteria for receiving the funds, generation of funds via charity at the school that goes through the SECC, presidential matching of funds at A&M-College Station, and hosting a big event that generates funds. The committee needs to





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narrow down our max fund amount, criteria, eligibility, where the money will come from, etc. and put this together for Dr. Matson. Brandon will post the document to Basecamp and ask for feedback by Oct. 1<sup>st</sup>. The committee needs to give him something by Oct. 10<sup>th</sup>. We also need to address what happens with staff members who are students to prevent double dipping. The emergency fund would be available for staff only. Staff members who are students would be referred to the student emergency fund.

- Summer hours: Brandon reviewed the points below.
  - i. Submitted raw data from survey to SC as well as previous SC presidents for feedback.
  - ii. Roughly 50% response rate
  - iii. The majority of staff said summer hours were beneficial and want them to return, even if in a different format.
  - iv. Negative comments need to be given the same weight.
  - v. COMMENT: Wasn't clear that supervisors in different departments could alter the summer schedule as needed.
  - vi. COMMENT: Questioned why we even needed to pick a modified schedule. Asked if we could just ask supervisors to pick a schedule that works best for their departments instead.
  - vii. COMMENT: Decide on a start time so all offices know when other departments are open.
  - viii. SUGGESTION: Create a Google doc where all departments report their summer hours so everyone knows when all offices are open. Post this to the website so it is visible to students as well as staff.
  - ix. SUGGESTION: 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)?
  - x. COMMENT: Need to be consistent across the board.

**\*\*Dr. Matson** agrees with this last comment about consistency. She said it would be confusing to students if certain departments were open while others were not. Main purpose said the reason for the summer hours was to boost staff morale. Question posed by Brandon: If we didn't offer the summer hours would these other incentives we're doing help? NO! People are now going to expect to have the adjusted summer hours. How can we be consistent? Larry said to contact Alamo Colleges to see how they rolled it out. Nancy suggested we poll offices at the





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director level to see what they did last summer in terms of hours open and number of staff on hand during those hours. Julie suggested the university needs to come out with something that says, “These are our hours for the summer” and everyone abides by it. Over the next month Brandon will send out a poll to directors and contact the Alamo Colleges in the hopes we can refine our suggestion in November and turn something in by December.

- Fill remaining seats for Gloria (EEO3), Debra (EEO3), EEO 4 and 5 are needed.
  - i. Brandon, Nancy and Larry will try to schedule a meeting in the next week to go over remaining positions.
- 8. Committee Reports
  - Committee assignments
    - i. URC – Brandon and Nancy: have already attended a first meeting, numbers for enrollment were not as expected
    - ii. 10 Year Event – Rebeka Delgado
- 9. Announcements
  - Upcoming Events: All staff are encouraged to attend
    - i. Art Walk on Monday, September 24
    - ii. Mays Center Grand Opening, September 25
- 10. Adjournment

