



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Meeting Minutes – October 17, 2018, 3 p.m. Modular Building B, B1C

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)

**Rebeka Delgado**, Library Specialist III (returning, EEO#4)

**Ana Flores**, Coordinator Bridge & Learning (incoming, EEO#3)

**Francy Leal**, Senior Human Resources, Benefits & Wellness (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)

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

**Ester Woodbury**, Student Functional Analyst (incoming, EEO #3)

**Members Absent:**

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

**Miriam Magdaleno**, Project Coordinator IV (incoming, EEO #3)

Brandon welcomed new members Ester and Miriam and stated that the third person invited to join Staff Council declined the position so hopefully we'll have a full roster by our next meeting.

3. Christian Harmon – Alternative Transportation Update: Christian did not attend.

4. Review Minutes from both last month's meeting and Executive Committee: Brief review of Sept. 12th minutes by Sarah, more thorough overview of Monday, Oct. 15<sup>th</sup> minutes by Teresa.

5. Treasurer's Report: Per Teresa, accounts have been delayed in funding. \$5,000 (our regular amount awarded) has not been funded yet (but no one has received any funds)



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so we currently have \$0. We should hopefully get our \$5,000 and rollover funds from last year in the coming weeks.

6. Thanks from Brandon for those who attended the Madla Maroon Monday & Intercollegiate Athletics Presents on Sept 19.
7. New Business
  - Thanksgiving event
    - i. Will partner with Kathleen Curp and Sylvia Medel. Brandon met with Kathleen on Oct. 12. Discussed SC paying for the turkey. We'll combine November all staff meeting with the Thanksgiving luncheon on November 21<sup>st</sup>. (It will be an abbreviated all staff meeting and an abbreviated faculty senate meeting.) We'll be paying for the plates and the silverware along with the turkey. Staff Council logo will be on marketing materials and we'll have 10 minutes to recap what Staff Council has done so far this year. Brandon will provide definitive date/time soon.
    - ii. Work with SGA on meal drive. Brandon meets tomorrow with Marissa Lyssy to discuss how to work together on this. Everyone at the university can contribute to students in need (faculty, staff, and other students).
  - SECC Lip Sync Battle & Costume Contest
    - i. Oct 31 in Auditorium at noon
    - ii. Co-sponsored by SGA. Faculty Senate also sent out a mass email.
    - iii. \$150 H-E-B gift cards as prizes. May have pizza & drink combo. We will have pizza and drinks. Anthony Medina in the Office of University Advancement got pizza and drinks donated for us. Brandon will send out invite for three volunteers which Anthony requested to help serve the pizza and drinks.
    - iv. ALL members of Staff Council have enrolled in the SECC.
    - v. Staff Council could offer a prize for departments that are at 100% SECC contributions. Brandon is investigating what prize we could contribute.
    - vi. Will need assistance in collecting tips, counting. Possible pizza serving?
      - Brandon will be LL Cool J and Marissa will be Chrissy Teigen during Lip Sync Battle. Performances kept to two minutes in length. Tips are what drive the winner. Brandon will need help calculating the tips and will also put a sign-up sheet in Base Camp for this. Costume contest will also be judged by tips this year.
  - Quarterly Meetings





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- i. Tentatively Nov. 8 at 9 a.m. (Topics: SEF, Summers Hours, Staff Spotlight Award, Alternative Transportation) This will no longer Nov. 8 but will now be combined with Thanksgiving Luncheon. Brandon will put out a call on Base Camp for other suggestions of items we'd like to discuss as achievements for Staff Council thus far.
  - ii. CONFIRMED – January 8. Breakfast at 8:30, meeting at 9am. This is two days before the Spring Convocation and it will take place in the Vista Room.
8. Unfinished Business
- Suggestion Box Item: Lockers in Madla Building – DONE
    - i. Joanna Benavides-Franke has taken ownership along with UPD
    - ii. Signage was place on lockers and doors notifying locks would be cut (one week). Locks were cut Sept 21
    - iii. Rec Sports will issue lockers to faculty/staff. Two lockers will remain reserved in women's by DOS for lactation devices. UPD will cut locks every evening.
  - Suggestion Box Item: Staff Council Sponsored Employee of the Month
    - i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
    - ii. Reviewed by all of Staff Council
    - iii. Review proposal
    - iv. Next steps – edits, other reviewers, and implementation: Brandon commends everyone on their work. Teresa stated that the committee will meet with Martha Gonzalez. Rachel mentioned this would be a web form and the application would be web based. Rebeka suggested they work with Fernando since it's a web-based fillable form and not pdf based. Question from Larry: If we plan to move the sign to hold the parking spot for the employee, what keeps someone from stealing it? Teresa mentioned she's seen these signs in a bucket of concrete making it difficult to move. She also mentioned there are cameras in the parking lot so it wouldn't be wise to steal it. Frank mentioned UPD just asked for help designing the sign. Teresa said she is sure they can find something that is aesthetically pleasing for Dr. Matson.  
ACTION ITEM: Set up meeting with Martha and have something for next meeting with Matson. Rachel: goal is to present to all staff in November at all staff meeting/luncheon. Teresa: we could launch with the intent for the





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first person being recognized on January 8<sup>th</sup> and parking spot picked in February.

Comment by Nancy: Need to identify who will be on the selection committee outlined in the initial proposal. Teresa offered for the sub-committee to meet again to come up with a timeline by November 21<sup>st</sup> to aide in this process.

- Suggested Agenda Item from Michelle Anguiano: University Emergency Fund
  - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
  - ii. Reviewed by all of Staff Council, including Francy in HR, and John LoCurto at Francy's recommendation for backend processes
  - iii. Review proposal
  - iv. Next steps – edits, other reviewers, and implementation: Brandon said the sub-committee is really killing it! Rebeka mentioned we got feedback from John Locurto in Compliance but we're still needing to make more updates per his comments.

ACTION ITEM: Sub-committee will need to meet with Martha Gonzalez as well to review her comments as well as some of John's comments.

Rebeka stated that we spoke with Dr. Ortega and Anthony Medina and they are working on getting an audit performed of the A&M-SA Foundation to become part of the SECC so we could potentially become a sub-fund in the SECC. ACTION ITEM: Brandon asked sub-committee to develop a timeline and maybe meet with John one more time.

Larry felt like Dr. Matson deferred to Martha a lot on this. We recently lost the student funding here but Brandon suggests we still look at what other universities are doing for staff emergency funds. Per Teresa, the Chancellor's office sent down additional restrictions for those applying for the student emergency funding dealing with income levels so the student emergency fund is still in place, but the website where students would normally apply is down currently until these details can get ironed out. Francy mentioned that at a conference she attended recently, someone received a cash award and decided to donate it to her campus' staff emergency fund. Ashley feels like this is absolutely necessary and has seen several members in the Admissions department who could have used something like this.

- Summer hours





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- i. COMMENT: Wasn't clear that supervisors in different departments could alter the summer schedule as needed.
- ii. 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.
- iii. COMMENT: Decide on a start time so all offices know when other departments are open.
- iv. 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.
- v. 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)?
- vi. Brandon offered this option for the consideration of the group: ALL offices except for essential services (security) are closed Fridays at noon. Employees can work with supervisors to alter schedule during the week to allow for childcare, etc.

Rebeka thought this might be difficult for library staff who work Sunday through Thursday (and thus wouldn't be able to partake in Friday half days) and those who work Tuesday through Saturday and wouldn't really get to have a half day on their last day of the work week. Nancy thought it would be difficult for the entire university to close on Fridays at noon when we might get people who want to tour campus but Ashley said they don't get many tours on Fridays during the summer at 2pm. Julie said she remembered the last time closing campus-wide on Fridays was discussed it was ruled out because there were still classes being offered on Fridays but Rachel said during the summer there are only a very few labs that meet on Fridays and that most classes are scheduled Monday through Thursday. Julie also suggested Brandon try to get minutes from Dr. Spindle from the previous summer hours committee meetings to get more information on why the library might need to remain open and Rebeka echoed that since we are a public institution and serve members of the public, the library might need to remain open on Fridays. Someone also suggested that IT might be considered an essential department that would need to remain open on Fridays. Sarah mentioned that there needs to be flexibility for those who can't modify their schedules during the summer and work longer hours. Brandon suggested working from home might be an option





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but Franci mentioned that there is specific paperwork that has to be filled out with HR in order to work from home and then Patti might also have to update position descriptions to include language about working from home. Brandon also mentioned that staff might have the ability to work even after their offices are closed. Nancy said that we would need to come up with consistent open hours of operation along with what we'll publicize to the community.

- Constitution & By-Laws revisions
  - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
  - ii. They are working on refining roles of executive officers
  - iii. Clarify language regarding EEO representation
  - iv. Next steps: Larry stated that the last time this document was reviewed was in 2016. All three of them (Brandon, Nancy and Larry) did reviews separately and compared notes. They have some good ideas about how to get some continuity in those serving. They will provide a red-lined copy to Matson and will post it to Base Camp for our review. One of the main changes: Incoming members can only serve as a member and not an executive staff council member. Returning members are eligible for executive committee. President elect would stay on to serve a third year. Outgoing president will also serve as an ex-officio (aka an advisor) but would not be expected to attend monthly meetings. Frank mentioned a four year term of service seemed to long for someone filling the role of Staff Council President. Brandon mentioned that Texas State and a few members of the A&M-System have a similar process in place to what is being proposed here. Brandon pointed out that with this new system in place there would only be about 6 returning employees on Staff Council next year and that almost all of those would likely serve as an executive member of Staff Council. Sarah asked if we could have a transition year where some members stayed on for a third year to help with continuity during this time of transition. Nancy suggested the idea of identifying members of Staff Council as "classes" who graduate or stop serving on Staff Council in the spring of a certain year.
- 9. Committee Reports
  - Committee assignments: Due to time restrictions, this section was skipped.
    - i. URC – Brandon and Nancy





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ii. 10 Year Event – Rebeke Delgado and Brandon. Meeting Oct. 17.

### IO. Announcements

- Upcoming Events: Francy mentioned that some members from Blue Cross Blue Shield’s wellness assessment team would be visiting campus on November 1<sup>st</sup> to conduct focus groups with members of the university at the executive, manager and staff levels. Please let Francy know if you’re interested in participating in one of the focus groups.

### II. Adjournment

