



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

# Meeting Minutes – November 14, 2018, 3 p.m. Modular Building B, B1C

## Members Present:

**President – Brandon Oliver**, Creative Design Manager (returning, EEO#3)

**Secretary – Sarah Timm**, Public Services Manager (incoming, 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, Benefits & Wellness (returning, EEO#3)

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

**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)

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

## Members Absent:

**President-Elect – Nancy Larson**, Assistant Director, Advising Services (incoming, EEO#1)

**Treasurer – Teresa Petersen**, Business Coordinator II (returning, EEO#3)

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

**Rachel Montejano**, Registrar (incoming, EEO#1)

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

1. Begin meeting
2. Review Minutes—skipped reviewing these out loud
3. News
  - SECC Lip Sync Battle & Halloween Costume Contest
    - i. Held Oct 31
    - ii. Co-sponsored by SGA. Faculty Senate also sent out a mass email.
    - iii. Raised \$1,200. Largest attendance & participation to date.
  - Thanksgiving event
    - i. Will partner with Kathleen Curp and Sylvia Medel.
    - ii. Friday @ 11:30 am in Vista Room.





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- iii. Wear our Staff Council shirts? Since not all Staff Council members will be there we won't take a picture so there is no need to wear your shirt. We'll plan to take picture at the Staff Council meeting in December.
- iv. Topics: If passed, Summer Hours, Staff Emergency Fund, Staff Spotlight Award. Brandon will have five minutes to discuss these. Francy will take notes in place of Sarah during this meeting.
- Madla Maroon Monday
  - i. Partnering with SGA
  - ii. Created flyer, helped promote event
  - iii. Second one was Oct. 29. Produced 200 Madla Maroon buttons, all gone during the second sessions.
- 4. New Business
  - Holiday Door Decorating Contest
    - i. Winners announced at Lights of Esperanza, Tuesday, Nov 27
    - ii. Sub-committee? Brandon can coordinate the prizes and marketing for this event. Julie and Francy offered to be on the sub-committee. Julie suggested we have signage (certificate) and something to put near the door for the winners. Francy offered to announce the winners in the H.R. E-blast. Only doors will be judged, not hallways! Rebeka suggested we put this in the advertising for the event. Michelle asked if we could do a spirit award, for example, a Jaguar Spirit Award. Staff Council members liked this idea. Francy pointed out the difficulties of decorating the modular doors since they are exposed to the weather. Julie mentioned people in the modular community could decorate the inside of their doors and that there would be a google doc where participants could sign up with their door's location. Ester shared a comment from Rachel and asked if the judges could not be people who are participating in the door decorating contest to keep things fair. Someone provided the suggestion to name the judges ahead of time.
  - Lights of Esperanza
    - i. 10 volunteers needed, requested by Kathleen Curp: Francy, Michelle, Sarah, Julie, Rebeka all volunteered to help with the event. Brandon stated we will be plugging lights in all at the same time. After that, we are allowed to leave. Meet in the Rotunda of CAB at 5:45pm on November 27<sup>th</sup>.
  - VP for University Advancement Search
    - i. Volunteer needed for search committee: Matson said we are currently trying to do a localized search before making it nationwide. Julie offered to be on the search committee.
  - Suggestion Box Item: Wellness Proposal
    - i. Larry Ynman suggestion
    - ii. Additional 30 min of exercise time three times per week on top of their 60 min of lunch  
Francy reported that this proposal on the A&M System website is currently an option for campuses. Out of 22 agencies/campuses, there are currently about 10 that have enacted this rule because they have rec centers and options for people to exercise on campus. Francy has brought this up twice before and it's been taken to directors on campus but unfortunately has never been passed. Francy is





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currently working on what we want our wellness release program at A&M-SA to look like and next it will go to the system office for review. Essentially the proposal is that each semester employees would fill out an application for wellness release time identifying dates/times they would plan to use the fitness center on campus. HR will also be tagging Jaguar Fit events (such as Fall/Spring Walkers) as wellness events that employees could count as wellness release time. The application would be submitted to a direct supervisor, but ultimately would be approved by the Dean or Department head. Department functions would come first before allowing staff the wellness release time. This would be paid time but not covered under Worker's Compensation. Supervisors could check walking logs for example or could check logs with the gym to see if employees are coming when they say they are. In March, HR will get the final assessment of if we are a healthy campus so we hope to have more information then.

### 5. 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 the sub-committee met with Martha to review her initial questions as well as the questions posed by John Locurto with Compliance. Revisions to the proposal were made and Martha has given the document a green light. We are still waiting on final comments from John. Sarah stated that Chris Leach is still doing some investigating about whether or not these funds would be taxable income. His initial inclination is that they are not. Sarah stated that the sub-committee thought it would be best to have \$2,000 in the account before opening it up for applications and mentioned that Martha suggested a talent show or silent auction at the upcoming Employee Development Day as an option for raising money for the SEF. The sub-committee feels the fundraising could easily take a few semesters before it could be opened for applications. Once the sub-committee receives final comments from John, any revisions will be made and sent to Dr. Matson for a final review.
- 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: Frank reported that the sub-committee met with Martha. Teresa will be making the suggested changes. The sub-committee is supposed to be meeting weekly but Frank will remind Teresa about that.
- Constitution & By-Laws Revisions
  - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
  - ii. Purpose: Refine roles of executive officers and clarify language regarding EEO representation
  - iii. Redline copy given to Dr. Matson
  - iv. Next steps: Matson is currently reviewing the redline copy. Brandon gave a recap of the major changes: first year members would just be members, in order to be an officer you would have to have already served a year on Staff Council,





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and a member of Staff Council could not be president until their third year of service.

- Summer Hours
  - i. Have proposal by end of November
  - ii. Keep modified hours for summer; Consistent across the board
  - iii. Advance notice; easy-to-find communication efforts re: hours
  - iv. “All departments considered closed Fridays at noon.”
  - v. Fridays begin on May 24 through August 5 (7 Fridays)

Brandon wants to turn this in to Matson the week of the Lights of Esperanza so please send him comments by the end of this week. Brandon reviewed the proposal highlights. When Brandon gives this to Dr. Matson, he will include the named appendices in the proposal. UPD will not be pulling people out of offices on Fridays after noon so people can stay behind to work if needed even if the department is closed. The webpage would say what departments will still be open.

### **Discussion:**

Francy mentioned to advertise these changes in the HR E-blast. Rebeka asked if the Welcome Center would be open on Fridays but Brandon stated they were not considered “essential”. Sarah mentioned that there would be a Maymester Friday included in this proposed timeline and Brandon said he figured administration would tell us if we needed to be open that Friday. Miriam suggested we post this information to the school’s Banner that circulates through so that it’s very obvious we’re closed on Fridays. Brandon suggested he would be willing to spend Staff Council money to purchase A frame signs to advertise the changes. Everyone at the meeting approved the proposal as is.

- Staff Development
  - i. Employee Award: Staff Council representative
  - ii. Assist with Employees Awards & Staff Development Day

Francy said they are looking into hosting the Staff Development Day this year in May. It will be bigger and better!

