



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Meeting Minutes – January 14, 2019, CAB 410

In attendance from Staff Council:

President-Brandon Oliver

President-Elect – Nancy Larson

Secretary – Sarah Timm

Treasurer-Teresa Petersen

Parliamentarian – Larry Ynman

Others in attendance:

CHRO – Martha Gonzalez

Chief of Staff-Jessica Loudermilk

President-Cynthia Teniente-Matson

1. Begin meeting
2. Review Minutes – Dr. Matson opted to review the minutes on her own
3. Shared Governance Hot Topics
 - All Staff Meeting - Brandon was pleased with the turnout and special thanks to the President's Office for providing breakfast.
 - i. Held Jan 8
 - ii. Heard from all Vice Presidents plus ITS, HR
 - Holiday Door Decorating Contest – Brandon was blown away by the creativity and ingenuity of those who participated.
 - i. Thank you to Julie and Francy for taking the lead
 - ii. Used \$150 in Staff Council funds, Anthony Medina also provided two \$50 gift cards to HEB that were given away to winners.
 - iii. Academic Learning Center, Grand prize; Registrar, Jaguar Pride; Student Affairs, Second place; Testing Center, Third place.
 - iv. Thank you to all of those that stayed to volunteer at the Lights of Esperanza.
4. New Business
 - Suggestion Box Item: Christmas Bonus
 - i. What happened to the Christmas bonus? It would have been nice to have the president say something about why there was no bonus and no cost of



TEXAS A&M UNIVERSITY
SAN ANTONIO

Staff Council

O: (210) 784-1102 | E: staff.council@tamusa.edu
One University Way, San Antonio, TX 78224



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

living increase. We had to submit our performance evaluation - why? Why work hard with no compensation?

- ii. Response from Martha Gonzalez, CC: Bill Spindle: 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.
- iii. This was an anonymous submission so as part of the minutes from this meeting the response will go on the Staff Council website. The hope is that the individual who submitted the item for review will look for a response there.
- Suggestion Box Item: Concur travel refunds
 - i. What's the deal with Concur travel? We've submitted our travel request for refunds in October and have not yet received our refunds. Is someone looking into this?
 - ii. Response from Daniel Garza, CC Bill Spindle: The Purchasing Department was unaware that reimbursement(s) were not issued until additional staff informed us they too were not receiving reimbursement(s). A Concur System query was conducted resulting in identifying the issue. Purchasing Department staff reconciled the pending reports and now has an implemented process to avoid any further reimbursement delays.
 - iii. Dr. Matson asked Jessica to look into this. Jessica will start with Dr. Spindle. Dr. Matson asked when we received this and Brandon stated in early January.
- Suggestion Box Item: Scheduling of all staff meetings
 - i. Brandon stated he received a suggestion box item after the agenda for this meeting was made. The suggestion was to look at revising the time for things like all staff quarterly meetings so that more front facing staff can attend. Brandon said he would forward the exact wording of the suggestion to Dr. Matson. Larry stated that the suggestion was brought to his attention and he feels like those concerned realize that larger events like Convocation can't be moved. However, the suggestion was to postpone the quarterly all staff meeting by two weeks so that front line staff can attend. It is harder for those staff to attend when the meetings are held right before the semester starts as that is a particularly busy time for





TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

front facing office staff. Dr. Matson asked Staff Council to take this on and see if there is a resolution, realizing that there is no perfect time for all staff to attend.

2. Unfinished Business

- Suggestion Box Item: Staff Emergency Fund
 - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
 - ii. Review feedback & answers from Cabinet meeting
 - iii. Next steps – edits, other reviewers, implementation – Brandon shared the sub-committee’s feedback on the cabinet’s questions with Jessica, Dr. Matson and Martha. Jessica said that the next step is to recommend to cabinet that we adopt the Staff Emergency Fund with a memo sent out from the President’s Office announcing the initiative.
 - iv. **ACTION ITEM:** The sub-committee will make a slight revision to the proposal and prepare a final memo for the President’s Office. Sarah asked Dr. Matson if it would be okay to go ahead and schedule a meeting with Dr. Ortega to get the process started with the A&M-SA foundation and she agreed that would be a good idea. She mentioned that Dr. Ortega would be here thru the end of this fiscal year (August 31, 2019).
- Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
 - i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
 - ii. Review feedback & answers from Cabinet meeting
 - iii. Next steps – edits, other reviewers, implementation – Dr. Matson mentioned that the cabinet stated that VPs wanted to see the names of all of those who were nominated, even if they didn’t win in order to be able to congratulate them on their nomination. We will try monthly submissions at first and evaluate to see if this is feasible. The cabinet also asked if HR could screen those nominated to ensure an employee was not under any kind of investigation, etc. The CHRO will be the reviewer and Martha said there could be some kind of a check box, “Yes/No” indicating that the nominee has been screened and cleared. It was decided that HR would then be the first step in the process after nominations were received.
 - iv. **ACTION ITEM:** Staff Council will make necessary changes suggested by cabinet and draft a final memo for the President. Dr. Matson will then draft an approval and Staff Council will announce the initiative. Staff Council will also put together a handout for faculty and staff since anyone can nominate.





TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

- 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. Voting began Friday, January 11 and ends Friday, January 18, 5pm
 - iv. Next steps – Brandon stated that so far everyone who has voted has been in agreement with the changes.
 - Summer Hours
 - i. Proposal submitted early, any update? Per Dr. Matson, this was discussed at today's cabinet meeting and they will get something to Brandon early next week.
 - ii. Advance notice; easy-to-find communication efforts re: hours
 - iii. "All departments considered closed Fridays at noon."
 - iv. Fridays begin on May 24 through August 2 (11 Fridays)
 - Staff Development
 - i. Employee Award: Staff Council representative
 - ii. Assist with Employees Awards & Staff Development Day
 - iii. Martha mentioned that she's asked Jessica to attend their upcoming meetings so that she can keep Dr. Matson abreast of the planning and any changes. The theme will probably be related to the ten year anniversary. They are looking at a date near the end of the spring semester and beginning of summer, while trying to avoid local school graduations and our graduation. Dr. Matson suggested the committee review any feedback received about the date of last year's employee development day as she seemed to remember some staff had issues with it.
3. Final Comments
- Dr. Matson agreed that the January 8th all staff meeting was well attended with good energy in the room.
 - She asked if we had dates for the upcoming all staff meetings and Brandon said it would be in April.
 - Martha mentioned she would be bringing a proposed holiday schedule for the next fiscal year to our staff council meeting for review and input on Wednesday, January 16. She stated that the number of holidays would be increasing from 13 to 15!

