



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – February 14, 2019, CAB 410

In attendance from Staff Council:

President-Brandon Oliver

Secretary – Sarah Timm

Treasurer-Teresa Petersen

Parliamentarian – Larry Ynman

Members Absent:

President-Elect – Nancy Larson

Others in attendance:

CHRO – Martha Gonzalez

President-Cynthia Teniente-Matson

1. Begin meeting
2. Review Minutes
3. Shared Governance Hot Topics
 - Suggestion Box Item: Paula Garza Re: Classified ads
 - i. Have a faculty/staff Classified ads link put in the Growler. Something that is professional. I worked at Southwest Research Institute and it was well kept for multiple divisions to review/add.
 - ii. Response from Nan Palmero: Thank you for the email. This is not an item that can be added to The Growler since it's not for all faculty, staff and students.
 - iii. Dr. Matson asked Martha to take this idea to Dr. Spindle and Bill Griffenberg to see if they could set this up so that it would be something internal and for our staff only.
 - Suggestion Box Item: Anonymous, Vote on which holiday to give up
 - i. I think we should have a vote about which holiday we should give up in order for us to have the whole week of spring break off. Coming from the Alamo Colleges we sacrifice Memorial Day in order for the Colleges to be off the entire week for Spring Break.
 - ii. Response from Martha Gonzalez: Staff Council currently provides recommendations to the Cabinet for the holiday schedule, but in consideration of this feedback, the process to select the days for our holiday schedule is under review for modification to allow for more campus employee input. This process



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will also include advising our employees of the board required days for closure for all system members.

- iii. Some of what's needed may just be additional information sharing; for example, one of the suggestions made in the feedback was that we give up Memorial Day in order to gain another Spring Break day, but Board policy prohibited opting not to observe Memorial Day. There are several days that the system board require all system members be closed, this year the required days for closure were – Thanksgiving Day, Christmas Day, MLK Day, Memorial Day and July 4th. Martha mentioned the suggestion from yesterday's Staff Council meeting that when posting the holiday schedule we include an asterisk next to those holidays that were required by the system and provide this explanation.
- iv. Recommendations for FY20 have already been sent to the System for approval. The recommendations for changes to the process will be for FY21. Dr. Matson suggested we could put a process in place now.
- v. Dr. Matson said that she wants the holiday schedule to be a purely Staff Council decision but how Staff Council handles the decision making process is up to us. She said we could choose to hold an all staff vote or just ask the executive members to vote. She will most likely always back up Staff Council's recommendation. She also mentioned that she didn't see a scenario where we would be able to take off the entire week of Spring Break.
- vi. During our all staff meeting coming up in April Martha suggested we revisit the concept that the manager has the power to offer flexible scheduling. Dr. Matson suggested we include scenarios on flexible schedules.

4. New Business

- Suggestion Box Item: Staycation

- i. Friday, March 15. Showing of Back to the Future in Auditorium, 1950's/80's theme, food (sliders, fries, and milkshakes), Delorean rental, props & prizes.
- ii. The big ask – can we have the event at 3 p.m. to 5 p.m. so people don't leave?
- iii. ACTION ITEM: Dr. Matson suggested we negotiate the placement of the Delorean with Christian and Chief. She also asked that we somehow work in the "10 year anniversary flare" to the event.
- iv. Dr. Matson is supportive of a 12 to 2 p.m. time slot so that more people will attend and we might possibly be able to get their families to come (which she supports). By moving the event to lunch time we might be able to capture more employees since many might leave early that day.
- v. Teresa suggested we look into borrowing the popcorn machine from Student Activities.





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- vi. Martha suggested for the future a kite flying family event. She said they used to do this in Laredo during Spring Break and it was very popular. Dr. Matson mentioned that we have done a kite flying event before on campus for students during Hispanic Heritage Month but it had very low turnout.
5. 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 – Memo was received today from Dr. Matson approving the initiative. The committee will reach out to Dr. Ortega to get the ball rolling.
 - 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: There is a meeting next week to tie up some loose ends such as monthly versus quarterly selection of employees.
 - 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
 - Summer Hours
 - i. Proposal submitted early. The memo from Dr. Matson was received today and shared with Staff Council members.
 - 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 stated that the proposed theme is Mission Possible. They have found a vendor to host two escape rooms for up to 12 people at once in twenty minute sessions. They are still looking for speakers but both Nan and Dr. Spindle had promising contacts. She said they will probably have about 10 breakout sessions. They are planning to host the event outside at the Pavilion so they have more space but the Vista Room will be their weather back-up location.

