



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Meeting Minutes – May 30, 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:

**President-Cynthia Teniente-Matson**

**Martha Gonzalez – Chief Human Resources Officer**

1. Begin meeting
2. Review Minutes
3. Shared Governance Hot Topics
  - Follow up on Suggestion Box Item (Anonymous): University Pay Rates Below National Average
    - i. TAMUSA pay rates are well below national average and often well below what staff in comparable institutions are paid. We will not be able to get the right staff unless base salaries are increased.
    - ii. At April's Staff Council Executive Officer's meeting, Dr. Matson made a commitment to review the PricewaterhouseCooper's study of salaries that was completed back in 2014/2015. She said we would have a conversation about this again when Martha Gonzalez could be present.
    - iii. At today's meeting, Martha stated she would talk to Patti about doing a compensation analysis. System-wide the CHRO's have not revisited the study but they do have a meeting coming up June 18-19 so Martha offered to add this as an agenda item if needed. She mentioned that initially the San Antonio pay rates were classified in the middle pay band based on the study. Dr. Matson didn't think that in three years' time our pay rates would have fallen below market value and stated that within the past six months she has heard anecdotally that positions posted were offered at competitive salaries.
    - iv. **ACTION ITEM:** Martha stated she could provide the members of Cabinet with an overview of the PWC study, including the information she gathered during a separate investigation regarding the high turnover rate in enrollment



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management. Dr. Matson asked if this could be put together before the end of August.

- v. **ACTION ITEM:** Dr. Matson asked Staff Council to put together a working committee to work together with Martha who would then work in conjunction with Dr. Matson and Bill Spindle on this issue. Nancy will put this on the first Staff Council meeting agenda and will ask for a team of three to four volunteers.
- Follow up on Suggestion Topic Item (Anonymous): Parking permit for Alamo Colleges students
  - i. There are many students who take courses at alamo colleges and tamusa. In my circumstance, i am only taking a course with alamo colleges but it is for the degree plan at tamusa. it would be nice to be able to purchase a parking permit and use the computer labs on campus. Just a suggestion, thought maybe i'm not the only student who is probably doing this. Kind of like a dual credit permit. thank you.
  - ii. At our April Executive Meeting Dr. Matson said she would look into this request.
  - iii. At today's meeting Dr. Matson stated that she shared this information with Christian Harmon who is in the process of doing a comprehensive parking review. She also encouraged Ana Flores and Rebeka Delgado to take this suggestion to the next Parking and Transportation Advisory Board Meeting. Dr. Matson stated that Christian is working with Jeannette DeDiemar on communication that will go out campus wide regarding parking changes.
- Follow up on Suggestion Box Item (Anonymous): Hiring Processes at the University
  - i. I have concerns about the hiring processes at the University. The search committees on which I have been a member have not been impartial and do not follow the same process every time. I've seen searches left open while chairs wait for their friends to apply. Frankly, it's just really bad and members of HR have contributed to the problem.
  - ii. Response from Martha: We are sorry you had a poor experience when participating on search committees. The HR office provides training to search committee members, and discusses the importance of providing a fair and thorough process for our applicants. The HR office has begun sending out surveys to search committee members to ask for feedback on the training, and also to provide comments on improving the process. We encourage you to reach out to the search committee chairperson or Human Resources, so you can provide more specific information on your comment. This can lead to addressing and resolving your specific concerns. Thank you.
  - iii. Dr. Matson stated she will follow up with Martha about this during the April meeting.
  - iv. At today's meeting Martha reiterated that HR does provide search committee training and has been sending surveys to members of search committees. Nancy stated that often times you really find out more about the process when you are part of a search committee. Larry asked if there are guidelines that members of





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hiring committees are supposed to follow and Martha confirmed that there were. She stated that Patti and Alicia maintain these documents.

- v. **ACTION ITEM:** Dr. Matson asked Martha to see if HR can be more proactive and suggested creating FAQ handouts or hosting round tables with managers to address things like who decides when a hiring pool is weak and what “open until filled” really means. Dr. Matson also recommended that Staff Council help with this initiative.
- Follow up on Suggestion Box Item (Anonymous): Merit raises
- Employee Awards & Staff Development Day
  - i. Rachel asked, “What about offices that can’t close for the day?” Francy will go back to Martha to ask if offices can close and will ask her to reach back out to Rachel with further information. Lucilla mentioned to talk with the Welcome Center as well because they can almost never attend. It was recommended that in the future perhaps Dr. Matson could give her blessing for offices to close during Employee Development Day. Teresa recommended that HR try to ensure the people receiving the awards be present. Julie recommended the VPs ask for all those nominated be in attendance. She will take this idea back to the committee.
  - ii. Martha stated that she emailed Rachel and provided some suggestions about how their offices might be able to alternate personnel covering the office or ask for help from their student workers so that more staff might be able to attend. She also mentioned that they might be able to deliver breakfast if needed to those who couldn’t attend.
  - iii. **ACTION ITEM:** Dr. Matson asked Martha to draft an email on behalf of her that could go out to the VPs suggesting all of these alternatives by tomorrow morning.
- Parking and Transportation Committee - (shared by Rebeka and Ana) All parking spaces not designated as visitor spaces will be required to have a permit (and this include slip lanes).
  1. Several members of Staff Council suggested Christian notify students about this change now or ASAP so they know they need to buy a permit.
  2. Teresa mentioned that all of this information was already shared at the two public forums with faculty, staff and students and they didn’t receive negative feedback.
  3. Rachel mentioned that there should be an opt in for students to have this added to their financial aid.
  4. A solution is needed for walk-in visitors to have visitor parking. It was recommended that Lucilla make an appointment with Christian to discuss this further. Brandon stated that he followed up with Lucilla and found out that Christian and Melinda Thomas, Director of Admissions did meet.
  5. Brandon recommended Rebeka start a Basecamp discussion about this so Staff Council members can provide feedback that Rebeka and Ana can take to the Parking and Transportation Committee. This was done 5/15/19.





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6. Nancy asked if the parking spaces in the slip lanes in front of the STEM building could be used as visitor spaces? Dr. Matson said she would direct this question to Christian.
4. New Business
    - Nominations for FY20 Staff Council
      - i. Nominations have been finalized
      - ii. List from HR with employees of at least six months of service and in the respective vacant EEO categories.
      - iii. Voting ends Friday at noon.
      - iv. Six members returning, 10 brand new ones (1 – EEO#1, 8 – EEO#3, 1 – EEO#4)
  5. Unfinished Business
    - Suggestion Box Item: Staff Emergency Fund
      - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
      - ii. Sarah stated that the sub-committee met with Dr. Ortega and raffles can be tricky so for now, since the A&M-SA Foundation's audit was successful, we are opting to advertise that staff can donate to the Staff Emergency Fund during the SECC.
      - iii. **ACTION ITEM:** Martha mentioned that we could look into the possibility of staff making donations thru a payroll deduction. It was suggested that we ask Lloyd about that but work with Martha.
    - Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
      - i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
      - ii. Memo has been sent out to staff; already began receiving submissions.

