



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – August 15, 2018, 4 p.m.

CAB 410

In attendance from Staff Council:

President – Brandon Oliver

President-Elect – Nancy Larson

Secretary – Sarah Timm

Treasurer – Teresa Petersen

Parliamentarian – Larry Ynman

1. **Begin meeting:** Brandon introduced Martha Gonzalez who was filling in for Dr. Matson who was at a board meeting. He provided all members present with a copy of Dr. Matson's official charge to Staff Council. Martha will be at Staff Council Executive meetings moving forward.
2. **Review Minutes:** Sarah provided copies of the minutes from the last Staff Council Executive meeting and reviewed with all present.
3. **Shared Governance Hot Topics**
 - Suggestion Box Item: Staff Council Sponsored Employee of the Month:**

Brandon brought copies of the official request that was submitted anonymously. Brandon asked if this would help morale and Larry agreed but there was some concern about how to reward employees and who would underwrite the cost. Sarah mentioned a plaque with names added for employees chosen. Martha stated that the Employee of the Month can be both good and bad and that she's seen it turn into a popularity contest. She suggested we would need to make sure we get nominees from lots of areas so there are no hurt feelings. Martha also mentioned she's worked in places where peer to peer recognition has worked well and provided the example of "Gotcha doing more." Teresa suggested we ask each division (ex. Student Affairs, Academic Affairs, Business Affairs, etc.) to highlight an employee each quarter. This could be a spotlight more so than an award and would be focused not only on the staff member personally but on what they do at the university and what role they play. Martha suggested we could tie that into employees who build, impact, transform or are audacious. Teresa suggested the employees chosen during the year could have lunch with Dr. Matson and/or the VPs. She also suggested we could rotate through the different areas each quarter rather than having each area pick someone every quarter since some divisions (such as Institutional Advancement) are smaller than others. It was suggested the



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employees could be highlighted on the University's home page and the Staff Council Facebook page. Brandon said we will probably set aside a committee on Staff Council to come up with the criteria and Larry suggested an officer chair this committee.

□ **Suggestion Box Item: Lockers in Madla Building:**

Brandon provided copies of the original suggestion submitted by past Staff Council President Sylvia Medel. The consensus was to ask Dr. Spindle who owns the space where the lockers are currently located. Depending on the answer given, it was suggested we ask that department if they can create a policy to share with all staff since this is an issue. Teresa mentioned that access to the room where these lockers are located could be a security concern because entrance to the room does not require badge access. Someone could leave a bomb in one of the lockers and walk away.

□ **Suggested Agenda Item from Michelle Anguiano: University Emergency Fund:**

Several questions arose: Is this a grant or a loan? How would this be funded? Who would determine what an emergency is and who qualifies? Martha mentioned the Deer Oaks EAP has financial counseling so perhaps this could be an alternative. A suggestion was made to ask Michelle to do research on what other system members do and if any of them have something similar. Martha also mentioned we have a sick leave pool if the emergency is related to being out of leave. Teresa suggested HR provide "Did You Know" tidbits about Deer Oaks and the services they provide. Sarah suggested HR present at the next all staff meeting about Deer Oaks. Brandon thought it might be a good idea for HR to give a presentation at every all staff meeting in August.

4. New Business

□ August 9 All Staff Meeting: Brandon reviewed the following points.

- i. Positive praise on All Staff Meeting
- ii. Over 130 RSVPs
- iii. Went over Summer Hours Survey Feedback & updates from various speakers. Julie Williams presented the survey results.

**Brandon mentioned he would like different staff council members to do these presentations so that it's not always him doing the talking.

- iv. Invited staff to Suggestion Box and Facebook page
- v. Invited all to Staff Summer Social Event

□ Summer Event

- i. 2 student bands to perform at 4 p.m. on Aug 20 in Auditorium. Marie Bueno & Vincent Ashley (Saltwater Slide)





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**Marissa Lyssy, SGA President, will also be in attendance at this event.

- ii. Snacks in foyer of Auditorium; music will be broadcasted through foyer speakers

**The snacks have been ordered. Staff Council will set up, serve food and take down ourselves.

- iii. Marketing for the event will be showcasing our student's art, a reminder of our efforts towards our students. Invite has been sent out, Outlook calendar invite sent out, posted on TV screens and on SC web page & Facebook.

**Brandon will send out a second email Thursday, August 16th as a reminder about the event.

**Question from Teresa: Can the student band members' friends attend the event and are they allowed to have alcohol? Yes to both questions, as long as their friends are of legal age. The bartender that's been hired for the event will be checking IDs.

- 10 Year Anniversary: Representative from SC will be selected at this month's SC meeting

**Brandon would prefer another Staff Council member do it besides himself.

5. Unfinished Business

- How to evaluate summer hours. The following questions were suggested for the survey: View raw data: Teresa suggested we ask Advising and the Success Coaches for data as well.

- i. Submitted raw data to SC as well as previous SC presidents for feedback.

**Larry suggested we contact the Alamo Colleges to see what message they are sending to their constituents who show up on Fridays when no one is there. Martha suggested in the future supervisors need to figure out what works best for their departments.

Brandon feels this will be our biggest task this year. A proposal is due by January 11, 2019 with a final decision to be made prior to Spring Break.

- Staff Development

- i. How can we assist with Employee Awards & Staff Development Day?

**Per Martha, in terms of the Employee Awards, Dr. Matson will appoint a committee chair. Two members of the committee will be from the VP level, 1 person from the Staff Council Executive Committee will serve, and 1 person from HR will serve. These people will help with the selection of the award winners from the pool of applicants. In terms of Staff Development Day, there will be availability for someone from Staff Council to serve on the committee that works





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on this. This person could help with decorations, breakout sessions, etc. Staff Council will work on assigning someone to help with this.



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