



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

# Executive Staff Council Meeting Minutes – August 16, 2019 CAB 410

## **In attendance from Staff Council:**

President-Nancy Larson

Secretary – Sarah Timm

Treasurer-Rachel Montejano

Historian/Parliamentarian – Ester Woodbury

## **Officers Absent:**

President-Elect-Miriam Magdaleno

## **Others in attendance:**

A&M-San Antonio President-Cynthia Teniente-Matson

Chief Human Resources Officer – Martha Gonzalez

- I. Introductions of Staff Council Officers
  - Nancy Larson, President
  - Miriam Magdaleno, President-Elect
  - Sarah Timm, Secretary
  - Rachel Montejano, Treasurer
  - Ester Woodbury, Historian/Parliamentarian

Dr. Matson asked Nancy to give everyone at convocation reminders about where to find Staff Council information. Nancy stated that the dates for all of the remaining all staff meetings are currently on the Staff Council home page. Dr. Matson said that Nancy could use whatever medium she would prefer during convocation (PowerPoint slides, handouts, etc.) and that she would have the opportunity to take questions. Nancy stated that her preference is to give out information and ask people to email her with questions.

2. Review Minutes
3. Shared Governance Hot Topics
  - New Suggestion Topic Items

- i. (Anonymous): Bonuses

When are we going to hear whether bonuses were approved and how much they will be? Can there be a more open communication each year if/when they are approved? It always seems like a secret and no update is given to staff one way or another. Not all supervisors know the answer or provide it to their staff.

**Response:** Merit raise information was provided to supervisors on July 23<sup>rd</sup>. Merit Award Plan Update sent from President Matson on July 26.



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**Discussion:** Dr. Matson stated that she has this and the comment about how our university pay rates are below national average on her radar and is getting help from Dr. Spindle and Martha Gonzalez. She is also working with marcom to help get more consistent and earlier communication out. Martha thinks that having the working group with Staff Council on pay rates in place will help. Martha stated that HR is going to add a “Your Total Rewards” section to the HR E-Blast to include all of the benefits employees have access to that they may not realize. Nancy liked this idea. She stated that when she worked at Concordia, she used to get a statement of benefits that showed a converted monetary amount. She felt like this information was helpful to know as these benefits can sometimes seem invisible to employees. Dr. Matson asked if we needed additional resources to put something together and if it would be helpful to bring in a third party since this might help staff members be more candid. Nancy mentioned that she wants Staff Council to reach out more physically across campus even if it’s only informally. She is hoping that Staff Council social events will help with this and forming these connections along with bringing pay issues to the surface. Martha stated that she reached out to CHROs across the system to see what others are doing. She will follow up with Dr. Matson on what she finds out.

**ACTION ITEM:** Dr. Matson asked Martha to work with Dr. Spindle to see if they need to bring in a third party to help disseminate information and make it graphical. She wants to know if Martha would like help with the analysis of our pay rates and showing how we stack up against other universities.

**ACTION ITEM:** Dr. Matson asked Martha to send her the action items from the university pay rates working group’s first meeting.

- ii. (Anonymous): About Staff Council webpage  
Can pictures of the newly elected Staff Council go on a web page along with emails and contact info?  
**Response:** Webpage now has all new Council members, along with email address links. Still working on adding additional photos and biographies. Will try to add them by mid-September at the latest.
- iii. (Nora Ortiz) Include event details on website  
I attended the meeting earlier today (8/6/19) and a ton of information was shared on upcoming events and things to look out for. It’s clear you guys are very involved in making the campus experience more beautiful and fulfilling for all of staff – THANK YOU!!! On that note, I wasn’t able to job down all the announcements and such. I’ll definitely follow your instagram but also wanted to suggest including those details on your webpage so nothing is missed by those that can’t remember what was said. One last note, I think the monthly social is a FABULOUS idea – so many new faces in the room!





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**Response:** Nancy emailed Nora and thanked her for her suggestions. All Staff meeting dates and times are listed on the home page of the Staff Council webpage. A link to the minutes from the August 6<sup>th</sup> meeting is included. We are working to add the additional social, community service, and other Staff Council events on the webpage.

- iv. (Anonymous) Halloween Contest – Separate Student vs. Faculty/Staff Prizes  
Nancy stated that we just received a suggestion box item asking if during the Halloween contest we could have separate prizes for the students vs. the faculty and staff who participate. Dr. Matson asked if we would be doing it again using the same format and if we would be co-hosting the event with SGA. Nancy stated that we probably would. Dr. Matson asked if we would need help organizing this. Rachel thought that having Jarrick and Cristina as members of Staff Council would make hosting this event much easier. Dr. Matson suggested that Nancy meet with former Staff Council presidents as it might be helpful for her.
- v. (Michelle Anguiano) Vending Machines in Modulars  
Nancy stated we just received a request for vending machines in the modulars and that she will look into this and respond.

- Follow-up on Suggestion Topic Item
  - i. (Anonymous): University Pay Rates Below National Average
    - 1. **ACTION ITEM:** Martha to provide 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 management.
    - 2. **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.
      - a. Staff Council members of the working group are: Linda Dietzmann, Rose Gutierrez, and Ester Woodbury.

#### 4. New Business

- Staff Council Committee Reports
  - i. All Staff Meeting
    - 1. August 6 All Staff Meeting attendance: 132, presentations by Dr. Melissa Mahan, Mr. Phillip Rodgers, Christian Harmon, and Richard Jenkins Sarah is the chair of the All Staff Meeting planning committee and said that all four dates for the all staff meetings have been established. The Vista Room has been booked for all four dates and members of the committee have been working with Abigail for breakfast for two of the meetings. Yvette has all four of the meetings on Dr. Matson's calendar and speech request forms have already been submitted for each of the four meetings. Nancy stated that Dr. Richard Jenkins spoke at the all staff





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meeting about forming a staff, faculty and alumni chapter of Toastmasters and that Mary Kay Cooper and the Alumni Association are going to sponsor this. Staff Council will help with disseminating information about upcoming Toastmasters opportunities and meetings. Dr. Matson asked if there were any parking issues still lingering. Rachel mentioned that there were concerns initially about charging for visitor parking so she was glad to see this issue has been tabled for now. She stated that she was also glad scooters weren't coming to campus yet since we don't have a nurse on campus.

**ACTION ITEM:** Nancy will share the packet of flyers handed out at the August 6<sup>th</sup> all staff meeting with Dr. Matson.

### ii. Social

- I. Staff Mixer August 20, 4-6 p.m. in Patriots' Casa Ceremony Room  
Nancy provided Dr. Matson with the flyer containing the initial social calendar. Staff Council is going to try to resurrect the monthly social hours in an attempt to get people across campus and in different departments to connect.

### iii. Community Service

- I. Staff Emergency Fund – payroll deduction/Giving link/SECC, Fall Fest  
Sarah stated that unfortunately we found out that even though the A&M-San Antonio Foundation did pass their audit, the audit was completed in May and at that point it was too late to be added to the United Way SECC. Nancy stated that anyone can currently contribute to the Staff Emergency Fund through the A&M-San Antonio website and can designate that they want their funds to go to the SEF. She also mentioned that Staff Council will be selling popcorn at Fall Fest to raise funds for the SEF and if there are leftovers, we might sell them at the Halloween Lip Sync event. Sarah stated that Lloyd has submitted a ticket with Workday to allow employees to deduct a portion of their paycheck each month to contribute to the SEF and we are hoping to see that take affect September 1<sup>st</sup>. Thank you to Martha Gonzalez for the suggestion to do this. Nancy stated that Staff Council is encouraging staff to participate in Choose Act Impact Day coming up on September 14<sup>th</sup>.

### iv. Appreciation/Recognition

- I. Employee Spotlight Awards – nominations closed on Aug. 10  
Nancy stated that they had some glitches in getting the nominations to come to them. An email address was created by IT where the nominations went, however, she needs to see who has access to this email address (and obtain access to it) so that the committee can begin reviewing the nominations. Rachel hopes to have emails out to the committee members in the next two weeks.





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### v. Communications/Marketing

#### I. Staff Council website, Facebook, Instagram

This committee has been working on updating the Staff Council website, and adding material to the Staff Council Facebook page and Instagram account. They are also working on a strategy to reach out to other staff members informally.

#### • Summer Program Initiative for A&M-SA Faculty and Staff

- i. Ester provided an update from her meeting with Dr. Sheperis. He would like to move towards a more home grown summer camp and wants to include the children of faculty, staff, students and even community members. The logistics are in place already according to Dr. Sheperis he just needs to find the funding for it so our faculty, staff, etc. would not have to pay for the camp. He asked Ester to form a committee which she did. Survey questions have been given to Dr. Sheperis for review and he's building a survey for our faculty and staff in Qualtrics.

**ACTION ITEM:** Dr. Matson asked if Martha could pull the number of staff with children to give an idea for the number of those we might have as participants. She thinks this is a great idea. Most of the other camps cost money and Ester realizes this and stated that staff are okay with paying for a summer camp. Dr. Matson stated that many employers have a "Bring Your Child to Work Day" and she's happy to offer this as an option at A&M-SA.

#### • Replacement of Alicia Barthel

- i. Alicia Barthel had to resign from Staff Council since she no longer works for the university. Nancy will wait until September to fill her position but she stated she really liked having someone from HR on Staff Council. Dr. Matson mentioned that Francy is still a subject matter expert and she can come to meetings even if she's not a member of the Council.

**ACTION ITEM:** Dr. Matson asked Martha to make sure Francy Leal attends Staff Council meetings.

Dr. Matson stated she will put together her annual goals for Staff Council before our September meeting.

