



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Meeting Minutes – September 10, 2018, 4 p.m. CAB 410

In attendance from Staff Council:

President – Brandon Oliver

President-Elect – Nancy Larson

Secretary – Sarah Timm

Parliamentarian – Larry Ynman

Absent from Staff Council:

Treasurer – Teresa Petersen

1. Begin meeting
2. Review Minutes: Sarah reviewed both the minutes from the last Executive Staff Council meeting on August 15, 2018 and the Staff Council meeting on August 16, 2018. Copies of each set of minutes were provided to all in attendance.
3. Shared Governance Hot Topics: Brandon reviewed each of these.
 - Suggestion Box Item: Staff Council Sponsored Employee of the Month
 - i. Received outstanding feedback from Martha at August's executive committee meeting
 - ii. Teresa Petersen volunteered to take on the chairing duties. Frank Sanchez and Rachel Montejano volunteered to be on this sub-committee.
 - iii. By October we'll have a proposal for Dr. Matson to review.
 - Suggestion Box Item: Lockers in Madla Building
 - i. We had to determine who has ownership
 - ****Dr. Matson** suggested we could also ask Todd Mocabee about the ownership of that space if needed. She said that we have her support to install a swipe card access reader.
 - ii. Both Sylvia Medel and Brandon reached out to Dr. Spindle. Dr. Spindle will look into it. Trish Hayes also reached out to Mick Deeds. Mick said he would look into getting a card reader put in.
 - iii. Here are the contents from the email Trish Hayes sent to Mick Deeds: Hi Mickey, Late last year you took care of posting permanent signs on the Faculty & Staff Only men's and women's restroom/shower on the first floor in Madla. I believe that helped the issue at that point in time. However, with the start of fall and a new group of students, I believe





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the signs are being completely disregarded. All throughout the day we find the restroom occupied with someone taking a shower. Today, after finding that the shower had been running for a lengthy period of time, I knocked on the door a couple of times with no response. I checked the door handle and it was not locked. I opened the door a crack to find the lights out and the shower fully running. The room was completely steamed up. I immediately shut off the shower and also checked to find that the sink issues are not resolved yet (there has been no sink water all week). Due to the disregard of signs and abuse of the facilities, I'm wondering about the feasibility of putting card only access for that restroom, similar to the one for the Faculty/Staff breakroom for Madla 304 (which by the way is not functioning appropriately).

- Suggested Agenda Item from Michelle Anguiano: University Emergency Fund
 - i. Sarah Timm will chair this sub-committee and Rebeka Delgado and Michelle Anguiano will work on this. The plan is to have something for Dr. Matson by October meeting too. ****Dr. Matson** mentioned that this is the first semester our campus has had an emergency fund for students. She stated that staff enrolled as students could qualify for these funds. She also stated that the Chancellor's Office helped set up the funding for this. She mentioned that we could also ask the Office of Student Counseling and Wellness if they had a list of community resources such as the Food Bank, SAMM ministries, etc. that would provide staff help during a time of crisis. Sarah has reached out to Rachel Lutz and Kathleen Frank about this and already received some information. Dr. Matson mentioned that a Staff Emergency Fund is atypical.
- 4. New Business: Brandon reviewed each of these.
 - Staff Council Budget
 - i. We intentionally went under budget
 - ii. Talked with Dr. Spindle & Chris Leach, the remaining balance will be rolled over but it must be spent this year
 - Summer Event
 - i. Favorable feedback: Brandon felt this was a good morale booster. He noted that some staff mentioned the music was a little too loud so they would go back out into the foyer to chat with other staff members.
 - 10 Year Anniversary: Representative from SC will be selected at this month's SC meeting
 - i. Rebeka Delgado volunteered to be on the committee





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5. Unfinished Business: Brandon reviewed.
- Summer Hours
 - i. Submitted raw data from survey to SC as well as previous SC presidents for feedback.
 - ii. Roughly 50% response rate
 - iii. The majority of staff said summer hours were beneficial and want them to return, even if in a different format.
 - iv. Negative comments need to be given the same weight.
 - v. COMMENT: Wasn't clear that supervisors in different departments could alter the summer schedule as needed.
 - vi. COMMENT: Questioned why we even needed to pick a modified schedule. Asked if we could just ask supervisors to pick a schedule that works best for their departments instead.
 - vii. COMMENT: Decide on a start time so all offices know when other departments are open.
 - viii. SUGGESTION: Create a Google doc where all departments report their summer hours so everyone knows when all offices are open. Post this to the website so it is visible to students as well as staff.
 - ix. SUGGESTION: Consider what the summer hours are but how this will be rolled out/communicated to everyone. What verbiage should we use (ex. limited staff during certain)?
 - x. COMMENT: Need to be consistent across the board.
 - **Dr. Matson agrees with this last comment about consistency. She said it would be confusing to students if certain departments were open while others were not.
 - Staff Development: Employees Awards & Staff Development Day Assist
 - i. 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 on this. This person could help with decorations, breakout sessions, etc. Staff Council will work on assigning someone to help with this.

Questions/Comments from Dr. Matson:

Have there been any issues or complaints with parking?





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- Sarah mentioned some of the library's staff who work a noon to 9pm shift have not been able to find parking in Lot 2 mid-day and were concerned about getting a ticket for parking in Lot 3. After speaking with Christian Harmon it was discovered that employees would not be ticketed for parking in Lot 3.
- Nancy stated she worked a 10am to 7pm shift and had problems finding parking in Lot 1 but was able to find parking in Lot 2.
- Larry and a colleague received parking tickets last week even though the Parking and Transportation website stated the grace period went thru September 9th. He was able to get his ticket waived. Dr. Matson will check on this as she has heard from other employees that they have received tickets as well.

Have there been any complaints about food services?

- Larry mentioned the vending machines in the STEM building have been taking people's money.

Have there been any complaints about the STEM building?

- No real complaints heard. Dr. Matson mentioned it's nice to see the sidewalks being used the way they were intended.

SGA Updates

- SGA will be sending a proposal to have another emergency phone installed near some shrubbery by the land bridge.
- SGA is also working on a campaign to name the donkey and mule!
- They have added Madla Maroon donuts as an activity so be on the lookout for that. Dr. Matson suggested that Staff Council could also do something fun for staff on Mondays around this theme to keep Senator Madla's memory alive.

Residence Hall

- The hall is 97% full.
- Residents asked if it would be possible to get more spaces in Lot 1 and wanted to know why they were allotted the amount they currently have and in the locations they are currently occupying. Dr. Matson explained that the students really need spaces to park their vehicles overnight while faculty and staff need spaces during the day. She said this was a work in progress and they could revisit allotting more spaces for students in the future.

Upcoming Events: All staff are encouraged to attend

- Art Walk on Monday, September 24
- Mays Center Grand Opening, September 25





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- Consultant Thomas Boeh will visit campus on September 19th to review his findings and recommendations for Intercollegiate Athletics at A&M-SA. Members of staff council have been invited to meet with him from 2 to 3pm. Dr. Matson stated that the more who can attend his presentation the better since the idea is that all voices are heard in regards to this exciting endeavor.

