



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Meeting Minutes – October 15, 2018

## CAB 410

In attendance from Staff Council:

**President-Brandon Oliver**

**President-Elect – Nancy Larson**

**Parliamentarian – Larry Ynman**

**Treasurer – Teresa Petersen**

**CHRO – Martha Gonzalez**

Absent from Staff Council:

**Secretary – Sarah Timm**

1. Begin meeting  
Dr. Matson opened the meeting by introducing her new Chief of Staff, Jessica Loudermilk.
2. Review Minutes: Brandon reviewed both the minutes from the last Executive Staff Council meeting on September 10, 2018 and the Staff Council meeting on September 12, 2018. Copies of each set of minutes were provided to all in attendance.
  - i. During the review of the minutes, Brandon added that he has been asked to serve on the 10-Year Anniversary Committee (as a Marketing Dept. representative).
3. Shared Governance Hot Topics: Brandon reviewed each of these
  - SECC Lip Sync Battle & Halloween Costume Contest
    - i. Oct 31 in Auditorium at noon, will be hosted by Brandon Oliver (LLCoolJ) and Marissa Lyssey (Chrissy Tiegen)
    - ii. Co-sponsored by SGA. Faculty Senate also sent out a mass email.
    - iii. \$150 H-E-B gift cards as prizes. Gift card for winner of LipSync and winner of Costume Contest. May have pizza & drink combo.
    - iv. **ACTION ITEM:** Dr. Matson requested Staff Council work with Chris Leach in regards to purchasing gift cards to make sure that proper procedures/documentation were followed. There could be tax-related impact for winners.
    - v. ALL members of Staff Council have enrolled in the SECC.
    - vi. Patty Gonzales from United Way and Anthony Medina spoke to SC at the last meeting re: importance of the SECC campaign



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- vii. Staff Council could offer a prize for departments that are at 100% SECC contributions.
- Members of Staff Council attended the Intercollegiate Athletics presentation on Sept 19. Dr. Matson added that the Power Hour on Weds. 10/16 will include the final input provided by the faculty committee on athletics.
- Parking: Christian Harmon will give a 10-minute presentation next Wednesday at the beginning to the Staff Council meeting re: alternative transportation methods
- Thanksgiving event
  - i. Will partner with Kathleen Curp and Sylvia Medel. Met with Kathleen on Oct. 12. Discussed SC paying for the turkey.
  - ii. Work with SGA on meal drive.
  - iii. Discussion regarding Thanksgiving Turkey Drive – Brandon shared that SGA would be taking over the food drive as it benefits students, with support from Staff Council. Staff Council would like to contribute to the Staff Holiday Luncheon as it benefits staff. Further discussion regarding Kathleen Curp’s “ticket” idea for encouraging more staff-donated side dishes for the luncheon. “Ticket” concept has not been fleshed out just yet, but there will be more information forthcoming.
- Next Quarterly Meeting in November
  - i. Topics: If passed, Summer Hours, Staff Emergency Fund, Staff Spotlight Award.
  - ii. **ACTION ITEM:** Dr. Matson asked that we have Christian Harmon present an alternative transportation update.
- Suggestion Box Item: Lockers in Madla Building – DONE
  - i. Joanna Benavides-Franke has taken ownership along with UPD
  - ii. Signage was place on lockers and doors notifying locks would be cut (one week). Locks were cut Sept 21. Dr. Matson asked how many locks were cut – but we did not have that data. Brandon shared that no items removed from the lockers were put into lost and found, most were put in trash – dirty clothes, etc.
  - iii. Rec Sports will issue lockers to faculty/staff. Two lockers will remain reserved in women’s by DOS for lactation devices. UPD will cut locks every evening.
  - iv. **ACTION ITEM:** Dr. Matson encouraged Staff Council to confirm that this is what employees want – having less than 24-hour access to lockers.
- Madla Maroon Monday: Brandon added that we will continue to support these events.





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- i. Partnering with SGA
  - ii. Created flyer, helped promote event
  - iii. First one was Sept. 24. Provided 120 ice creams, ran out in an hour
  - iv. Staff Council provided the ice cream and SGA provided Madla Maroon Cups
- Reminder – Rebeka Delgado will represent Staff Council on the 10-Year Committee. David Perryman asked Brandon Oliver to also serve. Meeting Oct. 17.
4. New Business
- Suggestion Box Item: Staff Emergency Fund
- i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
  - ii. Reviewed by all of Staff Council, including Francy in HR, and John LoCurto at Francy’s recommendation for backend processes
  - iii. Review proposal
  - iv. Next steps – edits, other reviewers, implementation
  - v. Dr. Matson complimented and thanked the sub-committee on their efforts with this initiative. Her feedback included:
    1. “Do you see this as a ‘need’ on our campus?”
    2. Asked about campuses used for initial research – list was provided to her.
    3. Confirmation that donations from departments meant that fund-raising efforts by departments (bake sale, etc.) was the intent and that University departmental funds would not be donated.
    4. Perhaps we should consider if HR could do a pre-screening to validate if there is a legitimate medical situation without having the applicant waiving their right to privacy?
    5. Asked that Staff Council check with Chris Leach regarding possible tax repercussions.
  - vi. Martha Gonzalez asked why the question regarding sick leave pool was included in the application.
  - vii. Both Dr. Matson and Martha asked how it would be determined if a situation was temporary or chronic?
  - viii. Nancy Larson provided feedback on the need for this program, sharing that there are 2 staff members in Advising that have suffered hardships due to family deaths.
  - ix. **ACTION ITEM:** Sub-committee is to reach out to Martha Gonzalez and review document together.





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- Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
  - i. Sub-committee: Teresa Petersen, Frank Sanchez and Rachel Montejano
  - ii. Reviewed by all of Staff Council
  - iii. Review proposal
  - iv. Next steps – edits, other reviewers, implementation
  - v. Again, Dr. Matson gave her thanks to the sub-committee for their time and efforts in developing this initiative. Her suggestions included:
    - 1. She liked the name “Spotlight”
    - 2. Would like to see the awardees also recognized at our annual Employee Development Day
  - vi. **ACTION ITEM:** Sub-committee is to reach out to Martha Gonzalez and review document together.
- Constitution & By-Laws Revisions
  - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
  - ii. Refine roles of executive officers
    - 1. Shared with Dr. Matson the need to update the by-laws to provide stronger succession/leadership to Staff Council in the future. Brandon explained that her spoke to former Presidents, including Jill Reddish and Richard Delgado to find out the original intent of the terms when Staff Council was first formed.
    - 2. Term suggestion is that Year 1 a person serves as a Staff Council member, and cannot be on Executive Board. Year 2 a person can serve on the Executive Board, and if voted as the President-Elect, would then serve 1 additional year.
  - iii. Clarify language regarding EEO representation
    - 1. Larry and Brandon shared concerns on the ambiguous language found in the document and the need to clarify the language to make it more functional.
    - 2. Concerns shared about need for EEO-6 Skilled Crafts (no positions of this kind on our campus) and EEO-1 (not allowed to serve on Staff Council). Noted that most Staff Council representative are from EEO-3, which isn't a true representation of our university staff.
  - iv. Next steps
  - v. **ACTION ITEM:** Larry is to provide a redlined copy of the document to Dr. Matson for her review.





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5. Unfinished Business
  - Summer Hours
    - i. Have proposal by November meeting
    - ii. Keep modified hours for summer; Consistent across the board
    - iii. Advance notice; easy-to-find communication efforts re: hours
    - iv. Reached out to Alamo Colleges
    - v. Next steps
  - Staff Development
    - i. Employee Award: Staff Council representative
    - ii. Assist with Employees Awards & Staff Development Day
    - iii. **ACTION ITEM:** Need to provide names to Martha Gonzalez.

