



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Executive Staff Council Meeting Minutes – October 24, 2019 CAB 410

## In attendance from Staff Council:

President-Nancy Larson

President-Elect-Miriam Magdaleno

Secretary – Sarah Timm

Treasurer-Rachel Montejano

Historian/Parliamentarian – Ester Woodbury

## Others in attendance:

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

1. Review Minutes
2. Shared Governance Hot Topics
  - New Suggestion Topic Items
    - i. Communication issue regarding reorganization of Student Affairs and transition impact on staff (Anonymous, 9/10)

Nancy emailed Dr. Matson and she replied and said she met with the senior leaders about this. They are supposed to have a collective meeting with Student Affairs. Directors have met but no further dissemination has occurred, as of Staff Council meeting on Oct 16. Dr. Matson said at this time there is no more information on the transition other than what has already been shared about the recruitment for Dr. Mahan's replacement (VP of Student Affairs). Per Dr. Matson, directors in Student Affairs had all of their questions answered and were supposed to take this information back to their direct reports. Dr. Matson has shared the link for the prospectus of the position on the HR website with Nancy and stated that she could share this information with others. Dr. Matson recognizes that there could be nervousness surrounding the change. She recommend that Student Affairs staff go back to their directors to get more information. If concerns are coming from specific areas within Student Affairs, that should be shared back with the appropriate director so they can address their staff. **ACTION ITEM:** Dr. Matson will send a note back to Dr. Mahan and the three senior VPs she met with letting them know there are still questions lingering.
    - ii. Showers in men's locker room not draining (Anonymous, 9/11)

Someone reported that these don't drain efficiently. This is a facilities concern so Nancy submitted a facilities request for this. SSC has looked at the issue and only saw a small puddle. This will be passed along to the facilities supervisor but facilities recommended that people wear shower shoes. Nancy thought it might be



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pertinent to check to see if there's signage suggesting shower shoes. Hoyt said he would check on this. **ACTION ITEM:** Nancy might bring this up at the next all Staff Meeting alerting staff that there are other avenues to submit suggestions of this nature such as through a facilities work ticket.

- iii. Cafeteria: Separate area to purchase a la cart items and issues with flies (Anonymous, 9/11) "Please make a separate area to purchase an a la cart item in the cafeteria. The cafeteria has a lot of flies, no adequate air conditioning, and no iced tea even though there is a sign saying they make it." Response from facilities: "Suggestions have been noted and were sent to the departments." Dr. Matson mentioned that Trevor Liddle oversees the cafeteria.
- iv. Mr. Softee food truck on campus and donations to Staff Council (Anthony Perez, 9/11) "I used to be the president of staff council at PAC and we had a partnership with Mister Softee. They would park their soft serve truck on campus, and in return, donate 10% of their proceeds to staff council. If you would like, I can reach out to them to see if they would be interested in the same partnership for A&M SA." Nancy reached out to Chartwell's who has reached out to Mr. Softee previously, and they said they would contact them again to see if they wanted to collaborate on campus. No response yet. Dr. Matson stated that Staff Council could probably get a one day exemption from Chartwell's to allow another food vendor like this on campus for a fundraiser. **ACTION ITEM:** Nancy will continue to investigate.
- v. Pending travel reimbursement from July 2019 (Anonymous, 9/25) "I am still pending travel reimbursement from July 2019. How long does it take to reimburse employees for travel? Can this be expedited?" Nancy was visited by Frank Ramon (Procurement), who said he had a backlog of 200+ items when he arrived in July. He is caught up on most of those but is still working through what remains so hopefully the staff member has been reimbursed by now. During the October Staff Council meeting, Christian Harmon stated that he thought Frank has been doing an awesome job. Hoyt Garner also suggested staff reach out to their department admin to see where in the reimbursement process things are. Dr. Matson suggested that we can take issues like this directly to Dr. Spindle (and can copy Dr. Matson on any emails sent).
- vi. Signage regarding the vaping ban (John De La Rosa, 10/2) "Concerning signage, is there something we can have produced to inform the campus community." Nancy contacted Rita Arredondo, Risk & Compliance Officer, who emailed a picture of the signs that are posted around the campus, showing that vaping is banned.





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- vii. Dress down after fall semester finals and before spring classes begin (Amanda Trybula, 10/22) “I remember that we were able to dress down over the summer and I think Staff Council had something to do with that. Do you know if there are any plans to see if we’ll be able to do it for those few weeks from when classes are out in December to when they begin again in January?” Per Dr. Matson, we don’t have an official dress code. Nancy emailed Martha asking about this. **ACTION ITEM:** Dr. Matson said she would follow up with Martha about this. Nancy will suggest that Amanda talk with her director/supervisor about this in the meantime.
- viii. Amazon Prime free shipping: “Why are we paying for freight and employees to have to go to the store when we could get Amazon Prime back and have items delivered in 2 days or less with free shipping?”  
Nancy contacted Nora Ortiz, who said that Dan Garza’s team have been looking at this, but there are a few things on the back end that complicate this. Nancy has emailed Dan for further information. Rachel stated that the university bought Amazon Prime access last year, but she was recently told by Chris Leach that she couldn’t renew her Amazon Prime membership. **ACTION ITEM:** Dr. Matson will see what she can find out about this.
- Follow-up on Suggestion Topic Items
  - i. Summer camp initiative (Ester Woodbury, 6/19) A second email was sent out asking for people to take the survey and overall we received about 110 responses. We are hoping for a soft launch next year so it might be okay to have a low enrollment number. Dr. Sheperis has reviewed the responses with Ester. Ester is working with Pamela Massey to try to get more information and she is hoping to have something more solid by January so that parents wanting to take advantage of this would know before the spring. Dr. Sheperis has asked for support with funding this initiative, since it’s a University operation and not just a College of Education & Human Development budgeted item. Ester stated that she has asked Dr. Sheperis to get a timeline in place by early spring semester but now he is asking for the President’s Office to help with the funding for this initiative. Dr. Matson thought this summer program was already funded by the college so she will investigate. Dr. Sheperis has asked for 10 to 15 thousand dollars. Dr. Matson stated that he should write up a proposal to take to the Provost to help get the funding. Dr. Matson asked if we are still hosting any camps this summer. Ester believes we are still offering SA Prep. Ester also mentioned that according to the survey, there were still lots of people interested in the camp here on campus even if they had to pay for it. **ACTION ITEM:** Dr. Matson stated that unfortunately this is not an Office of the President issue but she will visit with Martha when she returns to figure out how best to approach this.





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ii. Vending machines in the modulars (Michelle Anguiano, 8/15) Original suggestion for the machines to be located in the tutoring center in Modular C has been determined not a good fit. There was discussion about locating them in Mod B but no locations were suitable. Johnny mentioned Chartwell's wanted a food station out near the modulars but he hasn't received any more details. There was some discussion about looking into an honor system of snacks in the break room area of Modular C, but this would require more effort than anyone really wants to put forth. Nancy emailed Johnny and asked him to put in a drink machine where a set of drinking fountains is located in Modular C. (There are two sets of fountains opposite of each other.) Ester mentioned that no one seems to know what's on campus in terms of food. She believes the cafeteria is the only food vendor people think of when there are lots of other options on campus. Hoyt mentioned that it would be nice to know when the various food trucks are coming on campus. Francy suggested Chartwell's should have a flier advertising their various services (Smooth Sailing, food trucks, etc.). Nancy emailed Chartwell's to pass along these ideas about publicizing what's available. Fred Wencil replied that he will work with Scott Almy to produce these marketing materials. Nancy has asked Johnny to put in one vending machine to replace the space where one of the drinking fountains is. Currently there are two fountains right across from each other. Per Ester, people are also confused about the hours of when food services are available. Dr. Matson said Chartwell's is responsive to meeting with groups so Staff Council could think about meeting with them to discuss ideas.

### 3. New Business

- Jarrick Brown is the Staff Council representative for the Athletic Director national search committee.
- Hugo Cantero is the Staff Council representative for the 2020 U.S. Census Complete Count working group and the Campus Master Plan task force.
- Staff Council Committee Reports
  - i. All Staff Meeting
    - I. Next All Staff meeting will be Tuesday, Nov. 19, 9:00 a.m., Vista room.
      - a. Recognition of October and November Employee Spotlight Awardees – Staff Council members are working on the remarks for this presentation. We would like Dr. Matson to present a framed certificate for the two Employee Spotlight of the Month Winners. Nancy explained that we have a quarterly nomination cycle to award winners monthly. The committee has met and scored the first batch of nominees and two have been identified. Nancy included a special thank you to Priyanganana on getting a lot of this set up.





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- b. Invitations have been sent to the VP's – Dr. Spindle will give an athletics and master plan update.
  - c. ComPsych Guidance Resources will have a vendor table set up and Martha will make some remarks about this.
- ii. Social & Community Service
1. Second Fridays Staff Mixers –Sept 13 at The Cove (20 participants) and Oct 11 at Embassy Suites (Brooks City Base – 10 participants). Next event will be at the Pearl Food Hall on Nov. 8, 5:30 p.m. Faculty have participated with us. Nancy has been emailing Dr. Nolasco with the information about the mixers that she then disseminates to the faculty. Dr. Matson asked what our turnout was when we hosted the social event on campus at the beginning of the semester. Nancy stated that the attendance was much higher, closer to 100. Dr. Matson asked if we had thought about whether we'll be doing something for the holidays. In the past the Office of the President has done the movie screening at Brooks City Base but the attendance has been spotty so unfortunately they won't be doing it again this year. Dr. Matson stated that they also have the gathering after commencement but not everyone comes to that event either. She suggested we think about hosting a joint holiday gathering (Staff Council and the Office of the President) in December maybe towards the end of the day. After discussion it was decided that in order to attract faculty we host the event the day before commencement on Monday, December 16<sup>th</sup>. All in attendance at this meeting liked the idea of a joint holiday gathering. **ACTION ITEM:** Nancy will talk about it with the social committee. Dr. Matson is willing to help with the drinks or cookies including alcoholic beverages. Other ideas included wreath making, card decorating, ornaments, etc. Miriam said that when she was in grad school, they partnered with a military troop to hand sign Christmas cards so she will reach out to Richard to see what he thinks. Nancy stated that Amanda Trybula has done something similar so Miriam could reach out to her too.
  2. Fall Fest Booth – raised about \$200 for the Staff Emergency Fund
  3. Staff Emergency Fund needs about \$800 to meet the \$2000 goal to be ready for employees to apply. Working with Procurement, Payroll, and Development to ensure funds donated have the best tax outcome for recipients. Payroll deduction form is now available. Nancy mentioned that we still have leftover popcorn. Dr. Matson suggested we sell it at the November 16<sup>th</sup> meeting. The payroll deduction form for the Staff Emergency Fund will be handed out at the all staff meeting in November.
  4. Adopt a Family during the holidays, Holiday social wrapping party for the gifts – planning has begun.
- iii. Appreciation/Recognition





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- I. Employee Spotlight Awards – Next quarter nominations are due Nov. 10.
  - a. Publicity push this week, highlighting our October awardee, Staff Council website feature.
  - b. Committee ready to go to evaluate nominations for December, January and February, with recognition of awardees at the All Staff meeting in January.
- iv. Communications/Marketing
  - I. Staff Council visiting offices on campus to seek input and disseminate information this month. Face to face visits are happening now!
  2. Creating Employee Spotlight page on Staff Council webpage to showcase award winners.
  3. Per Miriam, seeing some more activity on social media.
4. Other issues
5. Dr. Matson wanted to thank us all since we're doing such a good job. She appreciates our positivity!
6. Adjourn

