



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Meeting Minutes – November 12, 2018

## CAB 410

In attendance from Staff Council:

**President-Brandon Oliver**

**President-Elect – Nancy Larson**

**Parliamentarian – Larry Ynman**

**Secretary – Sarah Timm**

**CHRO – Martha Gonzalez**

Absent from Staff Council:

**Treasurer – Teresa Petersen**

1. Begin meeting
2. Review Minutes – Dr. Matson stated she would review the minutes on her own.
3. Shared Governance Hot Topics
  - SECC Lip Sync Battle & Halloween Costume Contest
    - i. Held Oct 31
    - ii. Co-sponsored by SGA. Faculty Senate also sent out a mass email.
    - iii. Raised \$1,200. Largest attendance & participation to date.
  - Thanksgiving event
    - i. Will partner with Kathleen Curp and Sylvia Medel.
  - Next Quarterly Meeting at Thanksgiving event
    - i. Topics: If passed, Summer Hours, Staff Emergency Fund, Staff Spotlight Award

Brandon will plan to spend about five minutes total on these topics.

- Madla Maroon Monday
    - i. Partnering with SGA
    - ii. Created flyer, helped promote event
    - iii. Second one was Oct. 29. Produced 200 Madla Maroon buttons, all gone during the second sessions.
4. Unfinished Business
    - Suggestion Box Item: Staff Emergency Fund
      - i. Sub-committee: Sarah Timm, Rebeka Delgado and Michelle Anguiano
      - ii. Update from Sarah Timm: Sarah reported that the sub-committee met with Martha to review the proposal as well as some of John Locurto's comments. Revisions were made and sent to Martha and John for one final review. Martha supports the changes made but we are still waiting for John's comments. Sarah also reported that Chris Leach stated since the payment from the SEF wasn't for services performed by the employee, he didn't think it would need to be reported on a W-2 or 1099 as employee compensation but he wanted to investigate further.





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In terms of a timeline, Sarah stated that if and when we were given the green light, we thought it would be best to raise at least \$2000 for the SEF before opening it for applications, based on feedback from the TAMU SEF chair. Sarah mentioned that Martha thought we could do some kind of fundraiser (talent show, silent auction) at the Employee Development Day in the spring. Martha also mentioned that at a recent conference she attended, a woman who received a monetary award chose to donate the award to her institution's Staff Emergency Fund, so we might see something similar happen here once the fund is up and running. Sarah also mentioned that the SEF sub-committee met with Dr. Ortega and Anthony Medina to discuss having the SEF be a sub-set of the A&M-SA Foundation where staff could make donations and potentially being a category in the SECC in the Fall of 2019. Dr. Matson thought working with Dr. Ortega and Anthony Medina would give legitimacy to the fund and was a great idea.

iii. Next steps – edits, other reviewers, implementation

**ACTION ITEM:** Make any necessary edits pending John Locurto's comments and provide final version for Dr. Matson's review.

- Suggestion Box Item: Staff Council Sponsored Employee Spotlight of the Month
  - i. Sub-committee: Teresa Peterson, Frank Sanchez and Rachel Montejano
  - ii. Update from Teresa Peterson: Teresa was absent but Martha stated that the sub-committee did meet with her a few weeks ago.
  - iii. Next steps – edits, other reviewers, implementation

**ACTION ITEM:** Brandon will follow up with Teresa on the parking spot award and how that would be managed since Dr. Matson asked about this.

- Constitution & By-Laws Revisions
  - i. Sub-committee: Brandon Oliver, Larry Ynman and Nancy Larson
  - ii. Purpose: Refine roles of executive officers and clarify language regarding EEO representation
  - iii. Redline copy given to Dr. Matson: Dr. Matson asked for a few more days to review and then she will send comments to Brandon.
  - iv. Next steps
- Summer Hours
  - i. Have proposal by end of November
  - ii. Keep modified hours for summer; Consistent across the board
  - iii. Advance notice; easy-to-find communication efforts re: hours
  - iv. "All departments considered closed Fridays at noon."
  - v. Fridays begin on May 24 through August 5 (7 Fridays)

Brandon shared the proposal with all of Staff Council for review for this week.

Dr. Matson asked if we will still plan to have modified summer hours. Brandon stated that he is still working on the wording of the proposal but that he shared it with Staff Council to review. Larry mentioned the library was concerned with closing on Fridays.

**ACTION ITEM:** Dr. Matson suggested Brandon meet with the new Library Director to see what ideas he had. She also suggested that Martha from HR could be included on that meeting as well. In terms of the other departments such as Enrollment Management, Dr. Matson recommended talking with Brandy McLelland.





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- Staff Development
  - i. Employee Award: Staff Council representative
  - ii. Assist with Employees Awards & Staff Development Day

Dr. Matson's Comments/Questions:

Vice President of University Advancement

- Dr. Matson wants a small committee to review applicants before bringing them in for interviews and asked for a recommendation/nomination from Staff Council to be on the committee. She would prefer that it be someone not involved in the direct reporting lines of this position.
- **ACTION ITEM:** Brandon will put out a call for a volunteer.

Thanksgiving baskets:

- She asked if Staff Council is still organizing Thanksgiving baskets. Brandon stated that the Mays Center has now taken over the donations.
- **ACTION ITEM:** Brandon offered to make an announcement but will check with Edwin to see if his office is already planning to do that.

Power Hour on Monday, November 12<sup>th</sup>

- Dr. Matson gave a presentation to about 65 people during Monday's Power Hour covering a proposal for revised admissions standards for freshmen. The proposal will go to the Regents' Office in January and will take effect (if passed) in 2020.
- She will give a short presentation to Staff Council during our December 12<sup>th</sup> meeting on the proposed admissions standards and would like to hear our feedback during this time. The proposal deadline is December 17<sup>th</sup>.
- **ACTION ITEM:** Brandon will share the powerpoint slides from her Power Hour presentation with Staff Council ahead of time so we can prepare.

Hot Topics

- Nancy mentioned the Door Decorating Contest and how some staff were concerned entire hallways were being judged instead of just doors.
- It was mentioned that the judging matrix was shared and judges were only taking door decorations into consideration.

