

## Meeting Minutes – May 13, 2020, 3 p.m.

1. Call to order
2. Roll Call

**Members Present:**

- President – Nancy Larson (Class of 2020, EEO#1)
- Vice-President – Miriam Magdaleno (Class of 2021, EEO#3)
- Secretary – Sarah Timm (Class of 2020, EEO#3)
- Parliamentarian/Historian – Ester Woodbury (Class of 2020, EEO#1)
- Jarrick Brown (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- Liz Chavez (Class of 2021, EEO#3)
- John De La Rosa (Class of 2021, EEO#3)
- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Cristina Dominguez (Class of 2021, EEO#1)
- Hoyt Garner (Class of 2021, EEO#3)
- Roseanne Gutierrez (Class of 2021, EEO#4)
- Priyangana Risal (Class of 2021, EEO#1)

**Members Absent:**

- Treasurer – Rachel Montejano (Class of 2020, EEO#1)

Special Guest Speaker: Jessica Loudermilk – She is part of the Return to Work working group that received guidance from A&M System office about a week and a half ago. She said the system left it up to the campuses to implement plans for a return with the priorities of maintaining safety and health of the campus community but also for continuing to provide a full range of academic, support and business services to students. She said they want to make sure the university is still flexible and responsive to employee needs. The final report of the Return to Work working group is less about what departments *must* do and more about what they *may* do. For example, every department is not required to bring back 25% of their staff as of next Monday, May 18<sup>th</sup>. The same applies to the second and third waves. Departments are permitted to return to 50% staffing and full time staffing in waves but are not required to. The safety and operational protocols in the final report are the required sections and contain the portions that departments have to follow should they begin bringing back employees to campus. This document has been shared with all managers as of today (there will be a webinar tomorrow for managers) and after that, a message will go out to all of campus. Departments can work with facilities to come up with extra signage if needed (ex. if we need help determining what 25% capacity actually means) but signage for common areas will be posted this Friday and over the weekend. “Health screening” in the report means that any health protocols will be provided to the managers. Currently staff just need to ask themselves if

they are feeling sick and/or running a fever before reporting to work. The Green team will be back on campus cleaning more frequently once staff begin returning to campus.

There was a question about a better way to provide face masks—Jessica suggested they could distribute them to the managers rather than asking employees to go pick them up from Office of Risk Management. She stated that there are currently no city directives requiring us to wear them on campus since we are able to maintain social distancing but as more people come back to campus it is recommended that staff wear them in case social distancing cannot occur.

Liz asked, “Will there be other avenues by which blind students can receive this information?” Per Jessica, there is currently not a plan for this so that’s an oversight. She will go back to the group to see what is possible. Liz was asking about signage for blind more for the fall when students return so Jessica will make sure the groups charged with thinking about fall will address this.

3. Approval of Minutes

4. Budget: Per Nancy we’ve underspent and have a balance of a little over \$2,000 left for the rest of the year. Priyanga proposed a budget of \$1200 for an Employee Spotlight Award Luncheon for all 12 winners. Cristina asked if we are being asked to return these funds since we are on a spending freeze. Nancy is not sure if we will have to return the funds. John thinks the luncheon is a nice idea if we have the budget for it. Hoyt said he’s heard that there will be 10% to 20% cuts to the budget next year. Jarrick suggested we think about what our \$5,000 would look like with a 10% to 20% cut. Nancy will talk with Jessica Loudermilk to see what is going to happen with our remaining funds and what we should plan for next year. John asked if we can even do the luncheon due to social distancing protocols. Jarrick suggested not to do anything buffet style. Miriam thought about having individual lunches delivered and hosting the event in a larger space like the Patriots’ Casa. There was a suggestion to give our extra funds to the COVID-19 relief fund or staff emergency fund. Nancy has looked into doing this before (giving to staff emergency fund) and apparently you cannot mix the two kinds of funds. John wants to know if the remaining funds are “live”, i.e. can we purchase gift cards now for next year. Hoyt said purchases are frozen for this year without approval. He also thought we would get some blowback for purchasing materials for next year.

5. New Business

a. Summer Hours request (Nancy)

- i. Request submitted to HR on March 20, 2020.
- ii. Response from Jessica Loudermilk, Chief of Staff on April 27, 2020: “Dr. Matson asked that I write to you in acknowledgement of having received this recommendation. Martha may have conveyed some of this to you but I also wanted to convey via email that with all of the unknown circumstances around COVID-19 and the plans for reopening, we are unable to respond to the proposal at this time. The working group that has been managing our COVID-19 response and planning is currently working on a return-to-work plan for campus, which takes into account various possible scenarios. We will add the summer hours request to our considerations but as you can imagine, our primary concerns will be the health

and welfare of the campus community, followed by a return to normal operations as soon as conditions safely permit.” Nancy will ask Jessica again once more about this to see if any final decisions have been made.

b. Proposed FY21 Holidays, pending approval:

<b>Holiday</b>	<b># Days</b>	<b>Dates</b>
Labor Day	<b>1</b>	September 7, 2020
Thanksgiving	<b>2</b>	November 26-27, 2020
Winter Break	<b>7</b>	December 24, 2020-January 1, 2021
Martin Luther King, Jr. Day	<b>1</b>	January 18, 2021
Spring Break	<b>2</b>	March 18-19, 2021
Memorial Day	<b>1</b>	May 31, 2021
<b>Total</b>	<b>14</b>	

c. HR Update (Francy Leal): No update on the approval of the holidays above yet. Francy will provide an update on them. Open Enrollment: The University was originally slated to have an open enrollment fair during the month of July but that will not be happening. The system benefits administration office will instead be hosting a virtual open enrollment fair on Tuesday, July 21<sup>st</sup> from 1 to 4:45pm. HR is still waiting for the system administration benefits office to provide a schedule for each vendor’s virtual presentation. More details to come via email (HR E-blast) and the Open Enrollment website. Francy also wanted to share a message from Patti Morgan that performance reviews will begin on June 1<sup>st</sup>. More info to come via HR E-blast on due dates and meetings for managers to learn more about the process. There will be a Return to Work meeting for Managers on Thursday, May 14<sup>th</sup> from 11am to 12pm.

d. Nominations and Elections for 2020-2021 Staff Council

- i. Nomination emails have been sent to all EEO categories – deadline May 15 by 1:00 p.m. Nancy has received 35 nominees so far for EEO category 3!
- ii. Nominees to be notified/confirm acceptance.
- iii. Voting will be May 21-27. Elected members will be announced on June 1. Cristina asked how we run the elections and offered to use JagSync for the voting if needed. Miriam said the voting last time involved an online ballot through Jot Form (Fernando in Marcom can create the form) and then the results are sent to the Staff Council email account. Nancy mentioned they had to manually tally the votes last year so if there was a way to not do this with JagSync, she’s in favor of doing it this way! Cristina, Nancy and Miriam will talk offline about how to use JagSync for the voting. Nancy is recommending we bump up to 17 members on Staff Council (10 currently returning and four leaving). Adding seven new members would make things more even in terms of those staying on and rotating off. There are only 4 people in the EEO 5 category so she’s thinking we might want to do a Constitutional amendment to join EEO 4 and 5 categories since the Constitution says we need to have a minimum of two representatives in each EEO category. We can supplement from other categories if we don’t get enough for the EEO 5 group.

e. Suggestion Box New Items (Nancy)

- i. Compensation for Personal Internet/Phone Use (Anthony Perez, 4/14): Addressed in the Executive Staff Council minutes but overall the answer is “No” since staff had about two weeks to get things in order to work remotely. Lots of technology assistance was available through the IT department as well. Cristina mentioned that she had to upgrade her internet service at her home to handle all of their devices. Priyangana wasn’t able to forward her work phone to her cell phone since she has a long distance number. John suggested trying Soft Phone. Jarrick contacted ITS to get help forwarding his work phone to his cell phone because he also doesn’t have a cell phone with a local phone number so Priyangana will reach out to ITS. Several staff said that they felt like the mi-fi were for students and didn’t think they were available for staff to use. Cristina felt like the communication from ITS was not clear enough in what they were offering for staff. Jarrick feels like communication to staff could be better.
- ii. Hazard Pay for On-Campus Work (Anonymous, 5/5): Hazard Pay – Per Dr. Matson, the answer is No. Employees can request a communications allowance from their supervisor.

## 6. Old Business

### a. Pending Suggestion Box Items (Nancy)

- i. Summer Camp Initiative (Ester Woodbury, 6/19): Martha reached out to Art Olague to meet with him to discuss possible rec sports-related camps that might be offered. Dr. Matson has also talked with Art about this as a possibility for next summer.
- i. Vending machines in the modulars (Michelle Anguiano, 8/15) Johnny Guevara last noted that there was a possibility of vending machines being placed in Modular B, next to the new athletics offices. No updates from Johnny at this point.
- ii. Amazon Prime free shipping (Anonymous, 10/23) Kathryn Baxter feels that everyone should be able to use this. Nancy received an email from Frank Ramon stating staff could use this only through an A&M-Group account (not their personal Amazon account). Staff can email Frank Ramon to get set up as part of the A&M-Group account.
- iii. Picnic table behind Modular C (Joanna Vela, 12/2) Table is now installed.

## 7. Committee Reports

### a. All Staff Meeting (Sarah, Hoyt, Jarrick, Priyangana)

- i. WebEx meeting in June, after Return to Campus working group has presented their report. This will be entirely up to the new members of Staff Council. It was suggested that after the Return to Work working group presents their report Staff Council could help host a town hall for staff to ask questions. We could ask Dr. Matson or members of Cabinet to be present at this meeting. Miriam feels hosting such a meeting would be good as we get closer to fall.
- ii. 2020-2021 All Staff Meeting dates: Aug 12, Nov 10, Jan 12, Apr 14.

- i. August meeting location may be moved to auditorium. Miriam has reserved the Vista Room for the meetings so far but she will work with Abigail to reserve the Auditorium for the August meeting.
  - b. Social & Community Service (John, Cristina, Sarah, Rosalinda, Jarrick, Liz, Roseanne)
    - i. Mixers
    - ii. Staycation – Per John the overall budget was \$2000 and we came in at \$1350. We had a hiccup at Staycation and a winner was announced too early. John asked how many would be open to a Zoom virtual social hour. Miriam and Linda said they thought it was worth trying. John wanted to know about what to use for the virtual social hour—WebEx? Some people didn't feel comfortable using the university's resource for something social and personal. There was a suggestion to use Zoom. Someone also suggested to use your personal WebEx room and leave it open for lunch. Rose volunteered to host the first lunch. Miriam said it's good to have an ice breaker planned and some kind of activity to do so that staff don't feel awkward. Rose suggested a scavenger hunt.
    - iii. Staff Emergency Fund balance \$1284. (Still short of the goal of \$2,000)
      1. \$1000 donation via Foundation, popcorn sales, and one payroll deduction
      2. Suggestion from Teresa Peterson – President/VP pledge for FY20: 10% of salaries for the remainder of FY20 Nancy is hesitant to ask this if Staff Council members aren't even willing to participate and donate to the cause. She would love to see this addressed more robustly next year.
  - c. Appreciation/Recognition (Priyanganana, Rachel, Cristina, Liz, Roseanne, Rosalinda)
    - i. Employee Spotlight Awards: Miriam noted that 11 nominations have been received and from those 11, the committee has been asked to select a winner for the next several months (August, September and October). She is interested in hosting the luncheon and wants to ask VPs of the employee to help surprise them.
    - ii. Administrative Professionals recognition: Nancy apologized for not having done some kind of recognition for the Administrative Professionals but said we could potentially celebrate in September or put it off until next year and asked for input. Rose suggested we do something in the fall since it was mentioned at an administrator's meeting.
  - d. Communications/Marketing (Miriam, Hugo, Liz)
    - i. Staff Council action calendar: Nancy would like for members in each area of Staff Council to plot on the calendar what we did and when. She would want this to be accessible and editable by all members of Staff Council. Jarrick suggested we could create a calendar through SharePoint (this calendar could also link to our Outlook calendars). Hoyt suggested sharing the calendar from the Staff Council email account. Miriam will check on her access to the Staff Council email account to see if she can share the calendar and will work with Hoyt to do this.
    - ii. SECC – Miriam said she was approached by VP of University of Advancement (this division has headed the SECC in the past) to see about finding a new place to house this in the future. She was asked if Staff Council could lead this campaign (starts in

September and ends in October with the lip sync battle). Last year the committee included 15 people across campus so that is similar in numbers to members of Staff Council. Miriam asked if someone from Development could be on the committee and Dr. DeDiemar said yes. Miriam thinks this is doable but she will share more details via email with members of Staff Council to see what everyone thinks. Hugo thinks this a great opportunity and remembered that there were faculty members on the committee last year.

8. Special Committee Reports
  - a. Business Continuity Task Force (Jarrick) – First meeting is next Monday
  - b. Parking and Transportation (Hugo) - No updates
  - c. Master Plan Committee (Hugo) – No updates
  - d. 2020 Census Working Group (Hugo) – 2020 Census is still available, if you need the link, let him know
  - e. Bookstore Advisory Board (Hoyt) – No meetings yet.
9. Other issues/concerns
10. Adjourn