



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

# Executive Staff Council Meeting Minutes – November 11, 2019, CAB 410

## **In attendance from Staff Council:**

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

## **Absent:**

President-Nancy Larson

Chief Human Resources Officer – Martha Gonzalez

1. Review Minutes
2. Shared Governance Hot Topics
  - New Suggestion Topic Items
    - i. Birthday leave (Eliasz McCullen, 10/29): At TAMUK and TAMUCC, along with several other A&M system schools there is a perk where staff can use 8 hours of PTO that isn't their banked sick or vacation leave for their birthday within 30 days of the exact date. This is something many people would be interested in and there's already written rules about it on other A&M Campuses so it may be easy to implement. What do you think of bringing this up at the upcoming meeting? As an example, here are the rules found on TAMUCC's website:  
Birthday Leave
      - TAMUCC provides regular, budgeted, leave-eligible employees paid time off for their birthday in recognition of their birthday
      - Birthday leave is a TAMUCC employee benefit and the university reserves the right to continue, change, or discontinue Birthday Leave at any time.
      - Birthday leave should be taken 30 days before or 30 days after the birthday.
      - If the employee is not physically at work during the month of their birthday (sick leave, FMLA, LWOP, vacation, etc.), it must be taken within 30 days of their return. If the employee does not return to work then the day is forfeited.
      - Approval by the employee's supervisor must be obtained prior to taking the leave, and in accordance with the departmental leave procedures.



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- Full-time employees are allowed 8 hours of leave while part-time employees are granted leave on a proportional basis (i.e. 50% effort = 4 hours of leave).
- Birthday leave cannot be used in increments of less than one day. Employees working an alternate schedule of more than 8 hours per day must use vacation for the remaining hours of the day.
- Eligible employees request Birthday Leave as they do other paid leave by submitting an on-line leave request through Workday at <http://sso.tamus.edu>. On the Time Off worklet, select Time Off and then select the day for the leave. On Type, choose Other Emergencies, then type Birthday Leave in the comment box.
- Departmental supervisors are responsible for ensuring the Birthday Leave is in accordance with this procedure and that the employee has not already been granted a birthday leave day.
- Birthday Leave not taken in accordance with the guidelines cannot be saved and is forfeited. Under no circumstance will any pay be issued for this day.

Nancy emailed Martha, who said she has emailed the HR Directors at Corpus and Kingsville to find out more about this type of leave, and how it is applied. Once she has more details we will be in a better position to see what we want to do. There are no additional thoughts from Dr. Matson at this time. She will wait to see what Martha comes up with. Dr. Matson asked if this would this be something Staff Council would recommend. She has not heard of this at any place she's ever worked at.

- Follow-up on Suggestion Topic Items
  - i. Summer camp initiative (Ester Woodbury, 6/19)

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. Dr. Matson to visit with Martha to see how to best approach this. Dr. Matson is still working with the Provost on this issue and it's on her radar.
  - ii. Vending machines in the modulars (Michelle Anguiano, 8/15): No new status of the vending machine installation.
  - iii. 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? Dr. Matson to visit with Martha about this. Dr. Matson has not been able to talk with Martha yet about this.
  - iv. Amazon Prime free shipping (Anonymous, 10/23): Why are we paying for freight and employees to have to go to the store when we could get Amazon Prime back





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and have items delivered in 2 days or less with free shipping? Nancy has emailed Dan Garza for further information but she has not heard back from him yet. Dr. Matson will see what she can find out about this. Dr. Matson has emailed Dr. Spindle about this but has not received a response. She will follow up with him.

### 3. New Business

- 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 November Employee Spotlight Awardee and presentation of framed certificate (Stephen Shiu).

- b. Invitations have been sent to the VP's - Dr. Spindle will give an athletics and master plan update, Dr. DeDiemar will introduce new team members and review the University News Site, and Martha will review ComPsych Resources and Your Total Rewards Initiative

- c. ComPsych Guidance Resources will have a vendor table set up.

- ii. Social & Community Service

- 1. Second Fridays Staff Mixer – Nov 8 at The Pearl Food Hall We were not sure how many people attended but Miriam felt like there was more notice this time and this location was more central.

- 2. Thanksgiving Pot Luck – Staff Council working on Thanksgiving and A&M-SA trivia game. Miriam will circle back with Abigail to make sure she has enough help.

- 1. Holiday Party planning -Monday, December 16<sup>th</sup> from 4 to 6pm in Patriots' Casa

- a. Proposed activities include: ugly sweater contest, photo booth, wrapping gifts with great holiday playlist

- b. Other details regarding food and beverages provided and cost of the wrapping materials still need to be worked out.

- c. Dr. Matson wants to know how we should promote this. She wants people to know that they can get away from their desks to attend. Miriam mentioned that we passed out the little Staff Council notebooks to help people put together faces and names of member of Staff Council. Rachel mentioned that word of mouth can really help get people to show up. Miriam mentioned that hearing something from her VP would encourage her to attend because then she would know that it is okay to go. Dr. Matson will work with Abigail to see what else they can come up with. She will also look into providing door prizes.

- iii. Appreciation/Recognition





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- I. Employee Spotlight Awards – Next quarter nominations are due Nov. 10.
    - a. 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 Miriam will work with them to promote the holiday party.
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4. Other issues/concerns
  5. Adjourn

