



TEXAS A&M UNIVERSITY-SAN ANTONIO

Staff Council

Executive Staff Council Meeting Minutes– September 9, 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

Chief Human Resources Officer – Martha Gonzalez

- I. Review Minutes
2. Shared Governance Hot Topics
 - New Suggestion Topic Items
 - i. No new suggestions this month. Ester reported that she is still working with Dr. Sheperis to get the survey about on site summer camps out to the faculty and staff. The survey should be coming out through Qualtrix. Dr. Matson asked Martha if this should be sent out to all via an HR E-blast or by way of Marketing and Communications.
 - ii. **ACTION ITEM:** Martha will follow up with Dr. Sheperis to see what his plan of communication is but Dr. Matson would like this to come out from either HR (part of those unseen benefits in an E-blast) or Communications.
 - Follow-up on Suggestion Topic Items
 - i. (Anonymous): Bonuses
 1. Martha met with the new Creative Manager in MarCom, who is working to put together a visual representation regarding analysis of our pay rates and showing how we stack up against other universities. Martha is also seeking more information from another campus on their experience using a third party to help with the compensation analysis. She is hoping the information shared can be something dynamic with visuals that can be switched out on a regular basis.
 2. Martha sent email update from the Staff Council compensation working group meeting to Bill Spindle and Dr. Matson.
 - ii. (Anonymous) Halloween Contest – Separate Student vs. Faculty/Staff Prizes For Halloween contest.



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- I. Since this event is an SECC-driven event, forwarded this suggestion to Mary Kay Cooper, who said she would pass this suggestion on to the SECC planning committee. Per Nancy, Staff Council is willing to assist with this and Mary Kay Cooper will keep Nancy in the loop if we can help.
 2. **ACTION ITEM:** Dr. Matson asked Miriam to check in with Mary Kay to see if she has what she needs or if she needs anything from Staff Council.
 - iii. (Michelle Anguiano) Vending Machines in Modulars
 1. Nancy contacted Business Affairs/Johnny Guevara about placing vending machines in Modular C. Asked Johnny to scout Modular B as another possible location, since student traffic might be higher there.
 2. He determined that an area in Tutoring Services is the best location for the machines, but we are checking to be sure this is not overly disruptive to that area.
 3. **ACTION ITEM:** Nancy will ask Johnny to find a different location in Mod C or somewhere else in Mod B since locating it in the tutoring area will be disruptive.
3. New Business
- Rosalinda Dietzmann is the Staff Council representative for the VP-Student Success and Engagement national search committee. Per Dr. Matson: This committee met a few weeks ago and may be meeting today or tomorrow so she's looking forward to having Rosalinda on the committee.
 - Staff Council Committee Reports
 - i. All Staff Meeting
 1. Next All Staff meeting will be Tuesday, Nov. 19, 9:00 a.m., Vista room.
 - ii. Social
 1. Staff Mixer August 22, 4-6 p.m. in Patriot's Casa Ceremony Room – About 120 attended, plenty of food and drink, new connections made. Learned a lot about seeking approvals from various offices for the event. Per Nancy the leftover food went to the Ronald McDonald House as is the customary practice for the caterer used (Longhorn Catering). Nancy was happy with the turn out and connections made. She stated that gift cards will be coming soon to the bingo winners from the mixer.
 2. Second Fridays Staff Mixer – this Friday, September 13, 5:30pm at the Cove. The flyer for this event is being created as we speak and will be sent out shortly. A suggestion from Dr. Matson is to host something at the Embassy Suites on New Braunfels near Brooks City Base. Perhaps they could give a tour of the spa, include us in their nightly social hours, etc. **ACTION ITEM:** Nancy will be meeting with Dr. Nolasco and will bring this up as a potential space to host a faculty and staff mixer.
 3. Spurs Night – working on tickets for staff members for a night at a Spurs game. Mary Kay is organizing an alumni night at the Spurs so she's





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already buying tickets and refreshments. **ACTION ITEM:** Suggestion from Dr. Matson to reach out to Mary Kay to see if we can piggyback on this idea. Miriam will help get John De La Rosa connected to Mary Kay.

4. Joint Staff/Faculty Mixer – meeting with Faculty Senate President, Claire Nolasco to meet to brainstorm ideas.

iii. Community Service

1. Staff Emergency Fund – payroll deduction ready to go in Workday; waiting for a form to be created for employee donations. Per Nancy we are still waiting on the form from Lloyd. **ACTION ITEM:** Martha will follow up with Lloyd.
2. Fall Fest booth – popcorn sales to raise funds for SEF. **ACTION ITEM:** Nancy will follow up with Martha to get verbiage on “if everyone donates x amount of dollars, we’ll reach our \$2,000 seed fund” to be used in various marketing efforts about the Staff Emergency Fund.

iv. Appreciation/Recognition

1. Employee Spotlight Awards – nominations closed on Aug. 10 – Nominees currently being vetted by HR. Reaching out to VPs to determine who will serve on the committees to review nominations. Nancy stated that they received five nominations but two no longer work here and one unfortunately does not qualify so there are currently two viable nominees. Nancy is trying to identify the members of the committee and trying to find the “Employee Spotlight Award Winner” sign for the reserved parking space. **ACTION ITEM:** Miriam will follow up with Brandon to see if he knows where the sign is and if not, she will send her student worker to look for it. Dr. Matson suggested once we find the sign to ask the Parking and Transportation department to store the sign. Per Dr. Matson, the committee is welcome to make a second call for nominees if they are not happy with the two received.

v. Communications/Marketing

1. Staff Council visiting offices on campus to seek input and disseminate information this month. Nancy stated that they will plan to have “districts” lined up this week and will have staff council members meeting with these areas across campus. Staff Council members will be bringing along the staff council notebooks we purchased and handouts with information. Hugo is planning to have the Employee Spotlight page of the Staff Council website ready to go for the first winner.

4. Final Remarks from Dr. Matson:

- i. We will be launching an athletics committee that will meet this week. There is diverse representation from faculty and staff already on the committee but Dr. Matson will make sure Staff Council is up to date and in the loop.





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- ii. **ACTION ITEM:** Dr. Matson would like to see an Athletics Update at the next All Staff meeting in November
 - iii. We will be reconstituting the Master Planning Committee and will be looking for a delegate from Staff Council. This will require some time from the person serving and attendance at meetings is expected so that the Staff Council representative can report back to Staff Council. She's thinking they'll start meeting by the end of September or early October at the latest.
5. Remarks from Martha:
- i. We have a new EAP provider so Martha would like 5 to 10 minutes to speak on this at the next All Staff meeting in November. Dr. Matson also suggested the new EAP provider attend the meeting and set up a booth during it to get face time with staff. She even suggested they could have a drawing as well.

