



TEXAS A&M UNIVERSITY - SAN ANTONIO

Staff Council

Executive Staff Council Meeting Agenda | August 10, 2020 | Webex

Present Attendees:

Miriam Magdaleno- President
Jarrick Brown- Vice President
Liz Chavez- Secretary
Cristina Dominguez- Treasurer
Jessica Burnette- Parliamentarian/Historian

Others in attendance:

Martha Gonzales- Chief Human Resources Office
Dr. Matson- President of Texas A&M University San Antonio

1. Shared Governance Hot Topics

- **New Suggestion Topic Items**

- i. Parking – Betty
 - a. Pending: Sent to VP Kathy Funk-Baxter.
 - b. Dr. Matson suggested utilizing the free parking areas: Lot 3 or along University Way and Jaguar Parkway. Lot 1 or 2 require permits.

- **Follow-Up on Suggestion Topic Items**

- i. Vending Machines in the Modulars (Michelle Anguiano, 8/15)
 - a. No new updates at this time. Last update from Johnny was that it did not fit in the modular, but alternative areas may be considered. Miriam offered to check in.
 - b. Dr. Matson explained that the vendors arrive to campus infrequently to re-stock due to COVID and the decrease in usage. She confirmed the new classroom building has some. The sidewalk that connects the portable facilities to the new building is now accessible.
 - c. Miriam will follow up with Michelle for updates.
- ii. Amazon Prime Free Shipping (Anonymous, 10/23)
 - a. Resolved. Anyone may contact Procurement to access Amazon Prime.
- iii. Salary Review (Anonymous, 6/26)
 - a. Faculty had a salary review in 2015/16 during downward extension. Dr. Matson said that it looked at how faculty were compensated, but not at race and ethnicity. She said it evaluated faculty track, discipline, and how it compared to peers across the country for institution pay. Dr. Matson mentioned that A&M-SA does not have the same Carnegie process as other universities and that there is a pay difference at each institution.



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- b. This suggestion was forwarded to Martha Gonzales in HR. Martha updated the committee on 8/10 that she has collaborated with Kathy Funk-Baxter and is evaluating this via a data comparison. Pending updates.
- iv. Concerns with UPD on campus (Anonymous, 6/26)
 - a. Dr. Matson asked University Police to do a review. She asked for any additional details to be shared with her. Pending updates by the end of September.

2. New Business

- **Staff Virtual Town Hall**

- i. Thank you to everyone who contributed. Staff have submitted positive feedback.
- ii. The recording was shared with all staff on [August 7th](#),
- iii. Miriam received answers to the questions that were not responded to at the Townhall due to time. The responses will be posted on the Staff Council webpage.
- iv. Dr. Matson asked about common themes.
 - a. Themes were around travelling during the holidays, offices who work with students directly, guidance on those who don't want to wear a mask.
 - b. Dr. Matson encouraged staff to stay tuned to the [Community.Safety.Together \(CST\)](#) website for the Fall 2020 Blueprint plan and to monitor the communication channels.
 - The website will be updated regularly and messages will be sent out on Sundays.
 - They are open to input and feedback about specific messages and offered support with joint messaging.
 - She encouraged the committee to bring up any comments or concerns shared by the campus community.

- **Staff Survey regarding COVID-19, emergency needs, or concerns.**

- i. In-progress. The goal is to better understand staff concerns or needs. This will also provide information for the Staff Emergency Fund.

- **ITS Update**

- i. Deanna Reynolds from ITS shared technology updates with Miriam who sent it out to all staff via email. Deanna will contact Miriam when there are ITS updates to share.
- ii. Staff Council will continue to follow up on ITS updates during meetings.
- iii. Dr. Matson applauded ITS extensive efforts.
 - a. She mentioned that ITS is working on a mobile app and a super user committee with designated staff across campus.



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3. Staff Council Committee Reports

- **All Staff Meeting**

- i. Scheduled on Wednesday, August 12 at 9 a.m.
 - a. Meeting Agenda
 - Held in the auditorium, however Vista and the Ceremony Room were also available for those who wanted to stream amongst other coworkers with CDC guidelines.
 - Miriam Magdaleno recognized outgoing staff council members and introduced incoming members.
 - Opening remarks by Dr. Matson.
 - Dr. O'Brien presented academic updates.
 - Dr. Mari Fuentes-Martin, Kathy Funk-Baxter, and Darnell Smith were introduced to the campus with updates about their divisions.
 - Martha Gonzales spoke about the staff employee awards.
 - Dr. Jannette De Diemar provided communication updates.
 - b. Staff Council volunteers will be stationed at each streaming location.
 - c. Event is listed on Jagsync for RSVP.
 - d. Staff Council sent a Q&A fact sheet that Jarrick created regarding the hybrid event plan.
 - e. Moises Carlos and Elex Valdez from ITS assisted with tech support
- ii. Chartwells catered breakfast provided by the Office of the President- started at 8:30 a.m.
 - a. Breakfast food items were stationed at the Vista, Ceremony Room, and Auditorium.
- iii. Promotional item : Personal hand-sanitizer
- iv. Future all staff meeting dates:
 - a. November 10
 - b. January 12
 - c. April 14.

- **Social & Community Service**

- i. Adopt-a-family: Cristina met with the Family Service Association (FSA) who manages this initiative. Timeline will no longer be in Decemeber. Changes include:
 - a. FSA asked for the donations to be dropped off the week before thanksgiving.
 - b. Recruitment of donors begins in September/October/November. Staff Council will advertise and encourage staff to sign up to adopt families.
 - c. Virtual donation options are available such as an amazon wish list.
 - d. In spirit of safety, community, and togetherness, the committee will brainstorm safe steps for staff to wrap gifts, perhaps in waves with their own teams in a large venue.
 - e. Dr. Matson emphasized working with Abigail for safety planning in group activities.
- ii. Dr. Matson inquired about a Staff Council TikTok. Stay tuned!
- iii. Professional Development List: Cristina consolidated a list of webinars and trainings for staff to share and build on. This is an on-going spreadsheet.



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- **Appreciation/Recognition**

- Priyangana Risal confirmed the committee has determined a recipient for September.
- Dr. Matson asked about the reward. Cristina said that the committee will inquire with Chartwells about lunch or coffee vouchers. The big gift would be the end of year celebration with Dr. Matson.

- **Communications/Marketing**

- The incoming staff council member bios will be updated on the website soon.
- The minutes are posted for last month.
- More staff are using the suggestion box.
- Added the HR Wellness Program tab to the Staff Council webpage.

4. Other comments

- Dr. Matson acknowledged it has been a hectic week for everyone and that stress and anxiety levels are high due to all the uncertainty, especially with school districts. She recognized hesitancy about how to operate safely and said they have tried to address these concerns in the Fall 2020 Blueprint Plan posted on the CST website. She confirmed steps in place to try to help mitigate and reduce risk as best as possible. She expressed feeling as comfortable as she can be with the precautions that are in place.
 - Plexi glass has been placed in various spaces.
 - Signage and labels placed around campus with social distancing guidelines.
 - Provost Dr. O'Brien provided a heat map that outlined the building and classroom occupancy at any given time. The heat map was listed by the hour, Monday through Saturday. The busiest time appeared to be on Thursdays at 4 p.m. with about 389 students. She confirmed that the campus consists of about 600,000 square feet.
 - To understand what 30% face to face looked like, she reviewed the breakdown.
 - Dr. Matson reported that there are about 173 in-person courses. This consisted of research courses, internships, field based activities, science labs, etc. She confirmed there is no plan to add more face to face classes this Fall. She reported that with that considered, it looked like in-person on campus activity estimated at about 13%.
 - She acknowledged that students are still deciding about their best course options.
 - She described measures in place to help with traffic congestion such as implementing a block schedules so that courses do not break at every hour.
 - She highlighted that the University has requested all campus community members to be responsible university citizens and to help mitigate the spread.
 - Dr. Matson explained that Esperanza Hall will re-examine housing contracts on a case by cases basis.
- Dr. Matson emphasized that she is open to suggestions and input, because this is brand new territory. She asked staff to continue sharing ideas if they have missed anything. If we hear ideas being implemented at other Universities that might work here also please share.



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- iii. Miriam informed Dr. Matson that she believed staff would appreciate this information also. She brought up that staff have additionally expressed concerns about other University furloughs.
 - a. Dr. Matson referenced a couple universities that were impacted. She acknowledged this as stressful and traumatic times for some people and hoped to keep communication lines clear and open.
- iv. Adjourn
- v. Next Meeting: Tuesday, September 14th at 4 p.m.
- vi. Action Items:
 - a. Miriam will follow up with Michelle for updates.
 - b. The social/service committee will collaborate with Abigail to brainstorm safety plans for the wrapping party.
 - c. Dr. Matson asked for suggestions, input, and ideas if they have missed anything. If we hear ideas being implemented at other Universities that might work here also please share.