

UTSA Business Affairs

Guiding Principles: Create. Partner. Respect. Value. Do the right thing!

Business Affairs Staff Relations Council

Minutes from Meeting

October 24, 2018

Initial meeting of the new Business Affairs Staff Relations Council for the 2018-2020

Members Present:

(Facilities) Mary Alice Morizen, Mike Risor, Mario Canales, Sharon Pawlik, Marcella Duran, Matthew Ruiz, Jessica Saucedo
(Financial Affairs) Felix Abbattam, Angelique Gregory
(Human Resources) David Meyer
(Business Information Services) Denise Hidrogo, Araceli Pacheco
(Budget & Financial Planning) Jimmy Villanueva
(Business Contracts) Todd Cheslock
(Public Safety) Krysten Pray, Michael Silva, Shannon Marquess

Members Absent: Diane Pina, Patty Titus, Veronica Cavazos

Kathryn Funk-Baxter spoke with the members present at the first meeting of the Business Affairs Staff Relations Council (BASRC). Kathy shared the goal of the council to make the university a better place for everyone who works here.

Expectations for the members were discussed,

- Bringing up ideas, but ultimately be focused on problem solving and how to successfully execute the ideas brought up. Researching solutions and what other institutions are doing will be part of the work of the council.
- Every member will have an opportunity to grow and to work with fellow members on the council and partner on ideas and make them achievable. Also members will need to work with the leaders in your assigned department areas and share ideas or concerns that the members listen to or gather from fellow employees.
- Members will work with new Vice President, Veronica Mendez, during the next two years. She will officially start January 7, and Kathy has agreed to stay on until February to help with transition and assist the new VPBA. It is expected that we will still have the annual celebration for Business Affairs that is typically held in May, and planning will begin soon for it. Members can assist in the event too.
- Members may send highlights to Melissa May for the newsletter on exciting activities in your departments, helping to communicate and share activities.
- The university Staff Council can bring ideas to our own BASRC, and we can work with the other council on projects that help our division too. For example, the Staff Council has brought up the idea of a staff engagement survey that, once issued, can help our own division by gathering our employees' perceptions. Also the Staff Council has created an Employee Emergency Fund that will benefit employees in need or under a significant hardship that unexpectedly happens to them. This benefits all of us; check out the website for ways to give by payroll deduction or online gifts.

A question was raised about how BASRC can be more known by others? Would it be permissible to have a tabling event? Yes, but that should be an item the council could discuss amongst the group.

In closing, Kathy shared several initiatives that have been recently announced and several requests currently in our legislative request. A reminder to attend the community sessions on the master plan and to work with fellow members before January to come up with any suggestions to address issues or concerns of the group. One example is the recent appearance of motorized scooters and concerns surrounding their use and places they end up being left on campus. This might be one of the topics the group looks into.

Second half of the new FY19-20 BASRC with Judy Verdon, Manager Training & Development.

Mary Alice is the official note keeper and will be in charge of writing and distributing minutes. Ultimately, the minutes will be available on the BASRC website. Todd Cheslock was selected as “Team Leader.” Todd’s first official act as team leader was to change his title to “President.”

The duration of the meeting was devoted to creating a “mission statement” and dividing the group into 4-person teams. We took a group picture.

- Team 1 – Shannon Marquess, Felix Abbattam, Todd Cheslock & Matthew Ruiz
- Team 2 – Mary Alice Morizen, Krysten Pray, David Meyer & Jessica Saucedo
- Team 3 – Angelique Gregory, Mike Risor, Denise Hidrogo & Michael Silva
- Team 4 – Marcella Duran, Mario Canales, Araceli Pacheco, Jimmy Villanueva

Training Material- A Workshop Designed and Facilitated by UTSA Training and Development
The expectation is that you meet with your team prior to the next whole group quarterly meeting.

Preliminary discussions included what tasks members would like to see accomplished during their two-year term. For example, one suggestion was a bar-b-que for the outgoing and incoming VP of Business Affairs. Council members would invite their supervisor, director, assistant or associate vice president. Tunnel traffic was discussed. Some people have some strong feelings about the “BIRD” scooters. Todd suggested you continue to brainstorm during your team meetings and bring some ideas to the next quarterly meeting so we can agree on an initial to-do list.

If you haven’t already, you should make your role on the BASRC known to your coworkers. You could hang up a sign on your cube if you are so inclined....mission statement,

**To strengthen the Business Affairs community by modeling our Guiding Principles through the communication and sharing of ideas and experiences that translate into effective actions.
Staff Relations Council 2018-2020**



Our Homework:

Meet with our teams before meeting in April 2019

Be ready to explain new initiatives

Meet with your team and complete “Preparing to Serve” workbook pages 4-8

Complete The Keirsej Temperament Sorter II; reprinted from Please Understand Me II

Respectfully submitted by, Mary Alice Morizen