The third regular meeting of the Staff Council for the 2014-2015 year was held at the UTSA main campus in the VP for Research Conference Room (PNB 2.106) and was called to order at 8:34am with Shannon Rios, Chair, presiding.

**Members Present:** Amanda Alvarado, Christine Bodily, Monica Bowden, Laura Earleywine, Virginia Galloway, Alejandra Gonzalez, Lisa Johns, Kai Kamaka, Amanda Marin, Diane Mazuca, Cynthia McCowen, Irene Mireles, Sarah Netterlund, Cynthia Orth, Anne Peters, Shannon Rios, John Shaffer, Jerry Smith, Maranda Tupper, Kathy Valdez, Venetta Williams, Alfredo Zavala

**Members absent (excused):** Brandon Aniol, KC Gonzalez, Brittany Kyle, Michael Logan, Annie Maynes, Alejandra Perez, Gidget Vasquez, Eric Weber

**Members absent (unexcused):** Justin Bingham, Ben Campos, Wendy Frost, Amy Ossola-Phillips

**Meeting Minutes:** October meeting minutes were approved by a majority vote via e-mail

**Guest Speaker Presentation:** Dr. Mauli Agrawal, Vice President of Research spoke to the Council on *Accelerate 2025: UTSA’s framework for top tier research* (See attached handouts)

**Employee Advisory Council (EAC) Updates**
- Shannon Rios and Venetta Williams are the EAC representatives
- EAC has taken on the charge of addressing workplace bullying- dealing with, preventing, impact on other staff members, best practices for stopping
- “Managing Workplace Dynamic” is the name chosen for this campaign
- Career Development committee is looking at best practices for lower and mid-management training for staff retention, wellness, etc.
- Health & Wellness committee, co-chaired by Shannon Rios, is planning to address the “UT Fit” bill passed that gave UT System campuses authority to promote employee wellness and the 150 minutes per week provision in the bill for employees to build workout time into the workday
- One System, One Voice committee, chaired by Venetta Williams started as the Communication committee and has adopted Venetta’s 5 C’s—Communication, Creativity, Collaboration, Change, and Customer Service as their focus
- EAC is promoting collaborations across system campuses to promote Staff Councils
- UT System Founders Day is the 2nd Friday in November
  - What do we want to do next year to acknowledge?
- Next EAC meeting scheduled for February 19-20th

**Committee Updates**
- **Issues**
  - Kai Kamaka, chair, reported that no issues have been brought to the committee
  - However, the committee has decided to address workplace bullying at UTSA
    - Researching how other campuses are dealing with it
- Workplace bullying is happening at UTSA
- Staff members who experience bullying are not being heard when situations are brought to the university EEOC Ethics committee and nothing is being done or the incidents are being kept quiet
- Committee will plan how best to address this issue in support of staff
- Privacy rooms for lactating mothers are not in convenient locations
- University stance maintains rooms are being provided with information at the following link http://utsa.edu/health/resources/lactation-rooms.html
- Discussion held for next meeting due to time constraints

- **Health & Wellness**
  - Brandon Aniol, chair, was not able to attend the meeting
  - Shannon Rios reported that a request has come to her attention for staff to have day passes to the Campus Recreation Center and she will pass that on to the committee
    - A question was presented from the floor asking why the University Police Department does not enforce the UTSA no smoking policy. Discussion revealed that police officers are not expected to ticket smokers on campus, but staff should remind smokers that this is now a non-smoking campus to discourage users.
    - Several Council members stated that signs have been torn down, especially in front of the Business Building and that Facilities needs to be contacted to replace signage under those circumstances.

- **Parking**
  - Jerry Smith reported updates
  - A new parking garage is scheduled to be built in 4 years in front of Chaparral Village
  - Students are being allowed to park in the Tobin Garage and staff could not get into that garage because it was full/closed
  - Discussion came from the floor regarding tickets for “parking on the line” in parking spaces which led to the discussion of not enforcing the law that states vehicles should not back into parking spaces in garages
    - If Parking is going to ticket for one then Parking should ticket for both infractions
    - Where are parking policies? This should be a link on the Staff Council Resource page
    - Jerry will address these concerns with Parking Office

- **Communications**
  - Sarah Netterlund reported that Alfredo Zavala, member, now has access to the website
  - Hoping to launch the new design in spring
    - With more accessibility
    - Wants feedback for redesign
      - Alfredo Zavala sees this as an opportunity to highlight resources for staff
      - Give feedback to Sarah Netterlund who will forward to Alfredo Zavala, Shannon Rios, and Anne Peters
  - Webpages being migrated to a new server
    - Alfredo Zavala is asking for help with the cleanup of inactive and archived files
- **Staff Appreciation**
  - Lisa Johns reported that Roseann Hurst is the November Staff Appreciation Award recipient
  - Jerry Smith moved and Venetta Williams seconded the change in Staff Appreciation Award bylaws to keep nominations of those who did not win active so they do not have to be resubmitted each month; Council voted to keep nominations active
  - Jerry Smith moved and Venetta Williams seconded the motion to keep nominations active for 3 months; Council unanimously approved the 3 month timeframe

- **Scholarships**
  - Alex Gonzalez reported the application for 15-16 is now live
  - The flyer for scholarship has been sent to the committee for review and edits
  - Marketing for the scholarships will be done through UTSA Today, the VPSA newsletter
  - Pictures will be taken of recipients for the Staff Council website
  - Employee Benefits Program (EBP) application form for graduate level classes will now have a deadline of Census Date each semester

- **Elections**
  - Nothing to report from Cindy Orth for this committee

- **Fundraising**
  - Cindy Orth reported the date for Strikes for Scholarships has been confirmed as May 18th at University Bowl
  - Begin recruiting for the silent auction as a reminder to people you know over the holidays
  - Cindy will send out tax exempt letter for those who donate

**Announcements**
- Wanda Guntz, VPBA elected member, has resigned her seat on the Council due to the work demands in her new position in the College of Science
  - An alternate representative will be chosen from the last Election process from the VPBA area as a replacement
  - Staff Council email access has been cleared up
    - 5 access spots go to Chair, Vice-Chair, Parliamentarian, Staff Appreciation Chair, Communications Chair, Issues Chair
  - December Staff Council meeting is scheduled for December 11th. Those who wish to participate can bring cookies/deserts and the recipes to be compiled and shared with the members
  - Shannon updated Council on an idea to acknowledge staff support in the university. More to come on that later as planning takes place
  - Diane Mazuca from HR reported that new employees and applicants are being asked questions never before asked as a new federal law
    - Are you disabled?
    - Are you a veteran? If so, in which branch?
    - Answers are not mandatory.
    - Employees should expect to see a survey in their email inboxes from HR with these questions in the coming months
  - The next scheduled Staff Council meeting will take place on Thursday, December 11th, at 8:30am in the VP of Research Conference Room (PNB 2.106)
  - November meeting minutes taken and submitted by Lisa Johns, Secretary