The University of Texas at San Antonio
Summary Minutes of the Staff Council Meeting
December 11, 2014

The fourth 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 8:36am with Shannon Rios, Chair, presiding.


Members absent (excused): Amanda Alvarado, Christine Bodily, Virginia Galloway, Alejandra Gonzalez, Michael Logan, Amanda Marin, Alejandra Perez, Maranda Tupper, Gidget Vasquez, Venetta Williams

Members absent (unexcused): Justin Bingham, Monica Bowden, Ben Campos, Brittany Kyle, Annie Maynes

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

Employee Advisory Council (EAC) Updates
- Next EAC Meeting has been moved to March 3-5, 2014 with Michael Logan and Venetta Williams to attend
- A request has been made to the EAC that there be uniformity in the names System institutions use for their Staff Councils
- EAC has recommended that each institution work to have visible accessibility from institution homepage (at UTSA, Staff Council page is linked on the HR homepage)
- Working toward transparent communication between Councils system-wide
- Clarification on definition of staff has been requested of EAC so should hear something in the new year

Committee Updates
- Elections
  - Cindy Orth reported that the four open positions in Staff Council should be confirmed this week to join us for the January meeting

- Fundraising
  - Cindy Orth reported a copy of the sponsorship letter will be sent out to Staff Council members before the holiday break; left blank for member signatures
  - We will take any donations
  - We will have an opportunity for campaign writing since the Strikes for Scholarship event has been pushed to May
  - Don’t forget to let staff in your area about Cash & Carry Items, that unwanted Christmas gifts can be donated; participants then pay for the item and funds go directly to the scholarship fund
• Diane Mazuca suggested: we promote different types of teams such as regular and bumper buddy teams; a door decoration contest across campuses closer to the event; and a January marketing push focusing on “Did you get a gift you don’t know what to do with? Donate it to Strikes for Scholarship!”
• Kai Kamaka asked if bowling winners receive prizes, but Cindy Orth explained there hasn’t been enough money to do that
  ▪ Diane Mazuca suggested Monarch trophy be approached to donate a trophy that could be passed on from year to year
  ▪ Kathy Valdez suggested we get old bowling pins to decorate as trophies
• Cindy Orth said there were no goody bags for participants last year because we lacked funding to do that, but we could give certificates this year
  ▪ Diane Mazuca suggested candy goodie bags because they are so much less expensive
• Shannon Rios reported that not all lanes were filled as they had been in the two years before that
• Shannon Rios asked members to consider participating on a Staff Council bowling team if they were not on a team within their departments

• **Issues**
  • No issues emailed to the committee
  • Still researching workplace bullying; found workplacebullying.org as a resource
    ▪ Research shows workplace bullying most often occurs top-down
    ▪ Texas trying to pass a bill to address workplace bullying
    ▪ Asked if it would be a good idea to get awareness out through a UTSA Today poll
      ▪ KC Gonzalez said that poll responders are usually internal to UTSA
      ▪ Diane Mazuca reminded that poll would need to be worded very carefully; also recommended that HR be approached to “beef up” this section in Compliance Training because it is covered under harassment but mostly addressed in a sexual nature
      ▪ Shannon Rios said she would like the university Office of Equal Opportunity Services (EOS) representative, Leonard Flaum, come to one of our meetings to cover policies that address this topic
  • Shannon Rios said she responded to a couple of emails regarding staff issues
    ▪ One was a staff member asking how they could get their child admitted to UTSA since they worked here (staff member, not the child)
    ▪ Second was someone who was unable to open the EEB form, so Shannon emailed them a copy

• **Health & Wellness**
  • New Chair needs to be elected
  • Shannon Rios will request a summary of activity from former chair, Brandon Aniol

• **Parking**
  • Jerry Smith reported that he spoke with Clay and Javier in Parking & Transportation regarding concerns brought to Staff Council
- Parking & Transportation holds belief that if someone is parked where tire touches the line that is considered parking on the line, and therefore, can be cited
- Law has changed and vehicles can now back into spaces
- Bushes have been trimmed in UTSA Circle and should not pose a line of sight problem
- Laura Earleywine asked if something can be done regarding the large amount of drop-offs near Main Building because they cause a traffic jam
  - Eric Weber recommended we ask for more signage at the designated drop-off point in that area from Facilities and having Parking paint the curbs in that area yellow or red; he also stated that people are knocking down the handicapped signs in front of the Convocation Center and parking in those spaces
  - Lisa Johns remarked that the drop-off issue also happens in front of the Ximenez Garage
- Diane Mazuca stated that more street lights near the Tobin Garage are needed because students can’t be seen walking or on bicycles after dark

**Communications**

- Sarah Netterlund reported the committee is working on the draft of a new webpage design and would like ideas for improvement; email those to Sarah Netterlund
- The committee has created a timeline based on Staff Council committee deadlines and activities (See attached handout)
- A follow-up article about scholarship recipients is due out in January; includes headshots of recipients
- Anne Peters stated that she has submitted a request through OIT asking for access to All Staff emails in order to send out big items via email
  - Jerry Smith stated he would look into the ticket and see about getting it taken care of

**Scholarship**

- Alex Gonzalez submitted her report via email as she was unable to attend this meeting; Shannon Rios reported on her behalf
- EEB student to be emailed to invite them to apply for Staff Council scholarships
  - February 15th is the application deadline
  - Applicants go through ASAP to apply for the scholarship

**Staff Appreciation**

- Lisa Johns reported that the December winner of the Staff Appreciation Award was Jenny Stokes, Administrative Services Officer in COEHD Interdisciplinary Teaching and Learning Department
- Roseanne Hurst was awarded earlier in the week as the November winner
- A new chair needs to be elected for this committee as Lisa has taken on more responsibility and can no longer serve as committee chair
- Wednesday, May 6, 2015, is the chosen date for the Staff Appreciation event from 3-5pm
  - General discussion about the event included:
    - catering prices are tentative
    - having a photo booth at the event
• possible funding for DT staff to park in the garage
• guest speaker suggestions
• funding sources for the event and the amount of budget
• needing a name
• some type of giveaway such as t-shirt or pin (one size fits all)
• flyer is needed for marketing the event
• John Shaffer suggested that for a donation to the scholarship fund, you get to have your picture taken with the Spurs rep and/or Coyote if we are able to have them as guest speakers
• Jerry Smith suggested representatives to speak regarding how UTSA staff have had a positive impact on their lives (e.g. SGA President, Zack Dunn, or Faculty Senate Chair, Dr. Karen Daas)
• Diane Mazuca suggested a guest speaker to talk about how staff fit into the Tier 1 picture
• Kai Kamaka stated that the video production crew could put together a video of testimonials and simulcast and record the event
• Sarah Netterlund suggested the President’s Office be approached to request a memo to go out to offices explaining the need to close during the event so all staff (who want to) can participate

Announcements
- Brandon Aniol has stepped down from Staff Council because he has accepted a new position
- Amy Ossola-Phillips has also stepped down from Staff Council due to increase in responsibilities with new promotion she earned
- Cindy Orth is working to find replacement members based on last election results and should have those people in place by the January meeting
- Shannon Rios thanked everyone who brought sweets to the meeting and plans to compile the recipes shared with all of the Staff Council members
- Diane Mazuca asked if any members had heard staff complaints regarding the disability/veteran status survey; No complaints were reported
- The meeting was adjourned at 10:15am with committee meetings to follow as needed
- The next scheduled Staff Council meeting will take place on Thursday, January 22nd, at 8:30am in the Mesquite Room (UC 2.01.24)
- December meeting minutes taken and submitted by Lisa Johns, Secretary