The fifth regular meeting of the Staff Council for the 2014-2015 year was held at the UTSA main campus in the University Center Mesquite Room (UC 2.01.24) and was called to order at 8:46am with Shannon Rios, Chair, presiding.

Members Present: Justin Bingham, Christine Bodily, KC Gonzalez, Lisa Johns, Kai Kamaka, Michael Logan, Diane Mazuca, Irene Mireles, Cynthia Orth, Alejandra Perez, Anne Peters, Shannon Rios, Jerry Smith, Maranda Tupper, Kathy Valdez, Alfredo Zavala

Members absent (excused): Amanda Alvarado, Monica Bowden, Laura Earlywine, Alejandra Gonzalez, Amanda Marin, Annie Maynes, Sarah Netterlund, John Shaffer, Gidget Vasquez, Eric Weber, Venetta Williams

Members absent (unexcused): Virginia Galloway, Brittany Kyle, Cynthia McCowen

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

Announcements
- VPBA Open Forums- please try to attend all four candidate forums, even if for part of each one
  - Encourage constituents to attend as well as students
- Laura Earlywine is now with Training and Development
  - Please review the spring training schedule and participate (Shannon reviewed some sessions offered)
  - Alfredo Zavala encouraged everyone to go through the Lync training
    - Jerry Smith said he uses Lync every day and shared some capabilities; said there will be a 2 factor authentication process in the near future for off campus login

Committee Updates
- Issues- Kai Kamaka
  - Staff member at the Downtown Campus was denied access to blood pressure machine at Student Health Services after having requested use because they were not feeling well and reported blood pressure concerns
    - On Main Campus, a blood pressure machine is located in the Office of Environmental Health, Safety, and Risk Management for employee use
    - Kristee Phelps, UTSA Occupational Health and Wellness Manager, is investigating the possibility of finding and blood pressure machine for the Downtown Campus and where to put it so employees will have access to it

- Health & Wellness
  - Diane Mazuca named new committee chair
  - H&W committee will focus on topics other than fitness
  - Employee Assistance Program can present 5 times per year at no cost on related wellness topics
Many employees don’t know all that the EAP offers; such as a cab ride (reimbursement) when an employee should not drive

**Parking- Jerry Smith**
- Looking into a parking lot near Bauerle Garage

**Communications- Anne Peters for Sarah Netterlund**
- Staff Appreciation Event marketing added to communications timeline
- Some update to Staff Council web page have been made
- Upcoming article for UTSA Today planned
- Now have access to All Staff distribution list
- Migration issues to new server have been fixed
- Demo of new Staff Council website should be completed in the next week for committee to approve before sending to Council for approval

**Scholarship- Justin Bingham for Alex Gonzalez**
- Scholarship application deadline is February 15th
- Alex has a list of all staff participating in the EEB and will be sending them an email reminder to apply for the scholarships

**Elections- Cindy Orth**
- Currently filling 5 open positions for Staff Council

**Fundraising- Cindy Orth**
- Sponsor letter went out to all Staff Council; get donations
- February will be the month to solidify plans for fundraising efforts

**Staff Appreciation- Lisa Johns/Kathy Valdez**
- December winner, Jenny Stokes, has yet to be awarded due to the holiday break
- Venetta Williams is the January Staff Appreciation Award winner
- Diane Mazuca requested the award flyer be re-sent to Council members to market the award more
- Shannon Rios announced that Kathy Valdez has agreed to take over as Chair of this committee
- Update and discussion regarding the Staff Appreciation Event-
  - Wednesday, May 6th, from 3 to 5pm in the Ballrooms
  - Name? Theme?
    - Lisa Johns brought up the question of casual vs. formal; if casual, using silly, fun theme like Cat in the Hat with rhyming quotes about how great staff are and calling it The Great Staff Event or The Great Staff Appreciation Event (Anne Peters recommended having Appreciation in the name)
    - Diane Mazuca suggested Rowdy Staff Mixer, Awesome Rowdy Staffer
    - Christine Bodily stated she would like to know more about the plans before naming the event
  - Student testimonials can be videotaped by Production
  - Diane Mazuca suggested we get car emblems as giveaways for staff
  - Kai Kamaka created an event logo to send to members for approval
Maranda Tupper suggested the logo on an iPhone stand as a giveaway
Cindy Orth recommended we get a comedy relief act for the event and Diane Mazuca suggested Cleto from FOX News
Kai Kamaka will check with UCPC on recommended local comedy acts
Cindy Orth stated that in the past this event was a BBQ on Saturday, family was welcome, live music with balloon archways
Anne Peters stated that the nature of a come-and-go event would be better if we had fewer speakers and less programming so people could mingle and focus on the activities available like the photo booth, food, etc.
Shannon Rios reported that we are expecting the university president to say a few words about halfway through the event
Alex Perez suggested the committee talk with Tiffani Hoot who is in charge of the Student Affairs Staff Appreciation event
Diane Mazuca suggested a Lego themed event a la “Everybody’s Awesome” as Awesome Rowdy Staffers
Shannon Rios is to meet with EMCS regarding Ballroom set-up
General discussion regarding President Romo’s and VPBA’s participation

Closing
The meeting was adjourned at 10:00am with committee meetings to follow as needed
The next scheduled Staff Council meeting will take place on Thursday, February 26th, at 8:30am at the Downtown Campus; Location to be confirmed after Census Date
January meeting minutes taken and submitted by Lisa Johns, Secretary