The University of Texas at San Antonio
Summary Minutes of the Staff Council Meeting
February 26, 2015

The sixth regular meeting of the Staff Council for the 2014-2015 year was held at the UTSA downtown campus in the Institute for Economic Development Training Room (DB 2.316) and was called to order at 8:45am with Shannon Rios, Chair, presiding.


Members absent (excused): Christine Bodily, KC Gonzalez, Amanda Marin, Diane Mazuca, Alex Perez, Maranda Tupper

Members absent (unexcused): Amanda Alvarado, Justin Bingham, Monica Bowden, Alex Gonzalez, Brittany Kyle

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

Announcements
- Provost John Frederick will be the guest speaker at the March meeting.
- 2 of 4 candidates for VP Business Affairs were recommended to the President: Michael Seymour and Kathy Funk-Baxter
  - April 1st is the scheduled start date for the VPBA
- David Diaz from HR is the scheduled guest speaker for the April meeting
  - Council Issues Committee is taking a proactive approach and requesting information regarding workplace bullying- university policies and procedures for prevention and resolving issues
- University Excellence Awards are scheduled from 2-3:30pm on April 16th in the HUC Ballroom
  - Staff Council’s role will be to hand out programs, usher, staff tables, etc.
  - Send Shannon an email if you are available to volunteer for the event
  - Michael and Venetta will be attending the UT System Council meeting next week
- Annie Maynes has stepped down from her seat on the Council due to new job responsibilities
- The presentation of the Staff Appreciation Award to Joann Jones is scheduled for tomorrow at 10:30am in the COEHD Dean’s Office
- Jerry Smith announced that Microsoft Office products can be downloaded for free to tablets and home computers as part of the university’s agreement with that company
- Gidget Vasquez requested video conferencing as an option for Staff Council Meetings
- Laura Earleywine announced that there will be an Administrative Toolbox celebration entitled, “Hats Off!” on April 21st, 1-4pm in the HUC Ballroom as an appreciation for UTSA administrative professionals. The theme is old Hollywood Glam!
• John Shaffer announced that the new Vice Provost and Dean of the Graduate School starts on Monday. Dr. DeBrenna LaFa Agbenyiga is coming to UTSA from Michigan State University
  ▪ She wants to focus on more funding for the recruitment of Master’s level students and expanding student services

Committee Updates
  ▪ Issues- Kai Kamaka
    ▪ No issues to report

  ▪ Health & Wellness- Diane Mazuca
    ▪ No updates

  ▪ Parking- Jerry Smith
    ▪ Reported that a sidewalk for the parking lot near Bauerle Garage will not be considered because the lot will be removed in the future according to the master plan
    ▪ Shannon Rios reported that she understands the lot next to the Ximenez Garage will at some point be a building
    ▪ John Shaffer of the University Parking Committee had no updates

  ▪ Communications- Sarah Netterlund
    ▪ Email has been sent out regarding scholarships
    ▪ Keeping the website updated and fixing bugs
    ▪ Staff Appreciation Awardees are on the website
    ▪ Let Sarah know event details in advance so the Communications Committee can market events according to plans

  ▪ Scholarship- Alex Gonzalez (absent)
    ▪ No updates
    ▪ Shannon Rios hoped to have an update for March meeting since the application deadline for the scholarships was February 15th
    ▪ Anne Peters reported that she had some email inquiries about the scholarships and the application process before the deadline
    ▪ General discussion opened about future recipients signing a media consent because some of the past recipients did not want to participate in the marketing campaign for the scholarships where their “stories” and photos are posted on the Staff Council website

  ▪ Elections- Cindy Orth
    ▪ Amy Dalrymple of the Institute for Economic Development is a new replacement member until August 2015
    ▪ Liliana Gomez will serve as a replacement member until August 2016
    ▪ Monica Glover will serve as a replacement member until August 2015
    ▪ Mitchell Moore will serve as a replacement member until August 2016
    ▪ General discussion opened about the process for replacing members and how alternates for each seat are determined
      ▪ Elections are done by VP area
The conversion to PeopleSoft required a new process to retrieve eligible employees and to be sorted on the correct VP template for both the nomination and voting procedures.

Next month, decisions need to be made about election opening dates

**Fundraising- Cindy Orth**
- Strikes for Scholarships event at University Bowl is scheduled for Monday, May 18th, from 6-8pm
- Door prizes are starting to come in
- The other large event held on campus is the Diploma Dash scheduled for April 4th where staff members also participate
- Strikes for Scholarships will cost $17.00 for 2 games and shoe rental
- Advertising/Save the Dates will go out in March
- 32 lanes are available and we want to fill all lanes!
- Largest dollars come from the silent auction so donate
- Cindy goes out into the community to seek donations from businesses, radio stations (one year got Bon Jovi tickets as part of a gift bag from a station), Athletics
- Think outside the box for items
- We can bundle items to make a more appealing package
- University Bowl usually gives free game cards
- At member request, Cindy to re-send the sponsorship letter

**Staff Appreciation- Shannon Rios**
- Need new chair; Kathy Valdez accepted a position outside UTSA
  - At committee meeting, Cyndi McCowen volunteered to be the new Staff Appreciation Committee Chair!
- With the presentation scheduled, awards have been caught up
- Shannon Rios provided a staff appreciation event history for new members
  - Event to be on Wednesday, May 6th, from 3-5pm in the HUC Ballrooms
  - Kai Kamaka and Shannon met with EMCS to confirm the location, date, and time
  - DJ and Photo Booth have been confirmed
  - Pricing decorations- looking at Skycaps
  - Kai working with Aramark on catering quote
  - Come-n-Go event- general discussion about guest speakers and the importance of tailoring them to this type of event
  - Anne Peters asked if annual funding has been discussed and Shannon stated that she planned to discuss this with the President’s Office and the VP Business Affairs after the event, when it proves to be a success
  - Anne recommended an ad hoc committee so the responsibility doesn’t fall solely on members of the Staff Appreciation Committee
    - Venetta Williams stated that Founder’s Day would be another event that would fall within the prevue of an ad hoc committee
- Event Discussion
  - Shannon stated that we really need to name the event and that at the last meeting we all discussed “The Great Staff Appreciation Event” as a name but no decisions were made
  - The attendance did not meet a quorum for a vote
Michael Logan, Parliamentarian, pointed out that a motion open for discussion had been open for the last month, which allowed the Chair to email the general membership for a vote of this name.
Shannon agreed to send out an email that afternoon open for one week to the general council for voting and suggestions of other names.

Closing
- Venetta Williams, Staff Council member, was presented with the February 2015 Staff Appreciation Award.
- The meeting was adjourned at 10:08am with committee meetings to follow as needed.
- The next scheduled Staff Council meeting will take place on Thursday, March 26th, at 8:30am at the Main Campus UC Mesquite Room (UC 2.01.24).
- February meeting minutes taken and submitted by Lisa Johns, Secretary.