The nineth regular meeting of the Staff Council for the 2014-2015 year was held at the UTSA main campus in the Mesquite Room (UC 2.01.24) and was called to order at 8:36am with Shannon Rios, Chair, presiding.

**Members Present:** Christine Bodily, Monica Bowden, Amy Dalrymple, Laura Earleywine, Monica Glover, Liliana Gomez, Lisa Johns, Kai Kamaka, Annie Maynes, Cyndi McCowen, Irene Mireles, Joe Nelson, Cindy Orth, Anne Peters, Shannon Rios, John Shaffer, Jerry Smith, Maranda Tupper, Eric Weber, Taniesa Williams, Alfredo Zavala

**Members absent (excused):** Virginia Galloway, Amanda Marin, Sarah Netterlund, Alejandra Perez, Gidget Vasquez, Venetta Williams

**Members absent (unexcused):** Justin Bingham, Brittany Kyle, Michael Logan, Mitchell Moore

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

**Guest Speaker- Kathy Funk-Baxter, VP for Business Affairs**
Opportunity to introduce herself to Staff Council and talk about what she's working on in the first 6 months of her appointment

- Three areas of focus for her first six months as VPBA
  - Budgets for FY15-16
  - Stabilizing UTShare/PeopleSoft
  - Business Affairs external review to recommend changes for improvement

- Some other pieces of information to know about her
  - Roadrunner Alum
  - Plans to increase campus communication regarding what is happening in Business Affairs
  - Acted as Staff Council Advisor at her previous institution and would like to attend Staff Council meetings and be involved here as much as possible
  - Provided some ideas for consideration from previous institution
    - Book scholarships for staff attending UTSA
    - August meeting was a retreat for newcomers and a farewell to exiting members

**Committee Updates**

- **Issues- Kai Kamaka**
  - No issues to report

- **Health & Wellness- (Needs new Chair)**
  - No report

- **Parking- Jerry Smith**
  - No report
- **Communications- Sarah Netterlund** (absent)
  - Alfredo Zavala, committee member, reported that the Staff Council webpage has been updated with scholarship recipient photos and that a new webpage design would be forthcoming due to the new CMS
  - Anne Peters, committee members, stated that the university is planning to roll over to a new content management server (CMS) by fall; photo galleries from events are also up on the webpage; communication timeline has been wrapped up for the academic year
  - John Shaffer reported that the new UTSA design can be seen at [new.utsa.edu](http://new.utsa.edu)

- **Scholarship- Amanda Marin** (absent)
  - No report
  - Committee Chair is working to find out who the latest staff scholarship recipients are
  - Shannon Rios, Chair, would like to bring new scholarship recipients to an early fall meeting for “meet and greet”

- **Elections- Cindy Orth**
  - Trying to move elections back by one week and working with Shannon and Alfredo to do that
  - Due to the transition to Qualtrics, the data history needs to be transitioned and a new format finalized
  - Benefits-eligible and A&P (Administrative & Professional) staff are eligible to be nominated for Staff Council
  - The planned voting process will follow the timeline below
    - 6/19 Finalized data from HR for pool of eligible staff
    - 6/22 Finalized nomination letters and emails
    - 6/23-7/3 Nomination process for individuals
    - 7/8-7/12 Email distribution for nomination confirmations with supervisor approval
    - 7/15 Confirm official ballots with Staff Council Chair
    - 7/15-7/24 Voting through survey software with voting closing on 7/24/2015
    - 7/27-7/28 Notify individuals who have won seats on the Council

- **Fundraising- Cindy Orth**
  - All 32 lanes were filled at Strikes for Scholarships on May 18th
  - 165-170 bowlers
  - Silent Auction did well
  - **Total amount raised- $2,155.00** which will fund 4 scholarships
  - Staff Council has a good relationship with University Bowl who chipped in giveaways and played games
  - Annie Maynes suggested a “Thank You” article in *UTSA Today* with Cindy Orth recommending the article state you can still donate if you couldn’t before the event but would still like to do so
  - Cindy suggested that we look at the date for next year because the May date was much better than earlier in the semester; more like an end of year celebration
  - Annie Maynes moved to continue Strikes for Scholarships in May; Maranda Tupper seconded the motion
  - Discussion about the date for next year proceeded
Based on discussion, Annie Maynes moved the date for the next Strikes for Scholarships be May 2, 2016; motion seconded by Lisa Johns; voted and approved

- **Staff Appreciation - Cyndi McCowen (report by Shannon Rios)**
  - Debrief of event that took place on May 12th
  - 750+ attendance
  - Positive feedback all around
    - Photo booth had a line the entire time of the event
    - Sal Hernandez, DJ (who is also an employee in HR), donated his time; we need to send him a “Thank you!”
    - Food went over very well; Aramark was flexible and kept the food coming
  - Council member feedback included
    - Jerry Smith stated he's seeing the stickers all over the place
    - Lisa Johns stated she received several thank you's with positive feedback but recommended traffic control next year because the food lines for difficult to follow
    - Annie Maynes recommended we consider a different set-up for next year's event
    - Shannon Rios noticed seating issues
    - Annie Maynes said she was asked why only staff, not everyone at UTSA and explained the rationale for the event; she also stated the timing of the event was great because it was at the end of the spring semester
    - Shannon Rios stated the Faculty Senate has an end of the year celebration, which was confirmed by Anne Peters
    - Laura Earleywine stated that when she was asked why the event, she explained that the Staff Council realized it was a rough year with so many changes; staff shared their thanks
    - Jerry Smith stated that with UH staff on campus now, it was easier for them to attend
    - Shannon Rios recommended that the President's speech be moved to 3:30-3:45pm for next year
    - Lisa Johns stated a few people said it was too loud to talk in the ballrooms and recommended we consider using the Bexar Room next year for some quieter discussion space
    - Discussion opened about making the event more accessible to Downtown and ITC staff
      - Irene Mireles suggested having 2 events with one being at Main Campus and the other at Downtown Campus
      - The idea of a shuttle bringing staff to Main Campus was brought up and Amy Dalrymple pointed out that a shuttle could easily fit 50 staff members
      - Shannon Rios brought up the concern about coverage at the Downtown and ITC Campuses saying that ITC doesn't have coverage so none of the staff at that location attended the event
      - Monica Glover stated that Downtown Campus events are well attended and could be held in the Bill Miller Plaza under a tent
      - Discussion leaned toward checking into shuttles for next year's event due to the cost of duplicating for multiple campuses
Shannon Rios said that the funds have not been guaranteed at this point for next year; however, officials stayed for a while and appeared to enjoy it.

Lisa Johns recommended that talks with the President’s and VPBA Offices occur now since budget planning for next fiscal year is currently underway.

Monica Glover suggested we consider a different venue, somewhere centralized, maybe after hours or on a Saturday so all can attend together.

Amy Dalrymple recommended we continue the staff engagement by having them send us pictures of their swag and put interesting photos on the Staff Council website- “Where’s Your Swag?”

Cindy Orth recommended we lock in a date now for next year.
  - Lisa Johns moved the date for next year’s The Great Staff Appreciation Event be Wednesday, May 18, 2016; Chris Bodily seconded the motion; unanimously approved.

Ongoing Committee Business included (Cyndi McCowen reporting)
  - No nominations for Staff Appreciation Award were made for April or May.
  - Decision made to advertise for June nominations and any rollovers will go to July and August.

New Business
  - August Transition Meeting- breakfast meeting, off-campus, 1st or 2nd week of August
    - Email ideas for locations and dates to Anne Peters and Shannon Rios.
    - Vice President/President-Elect plans this meeting.
    - Typically 40-50 meeting attendees with 52 invitations going out to current, exiting, and new staff members.
    - Serves as a welcome to the new members and a thank you to exiting members.
    - Will be signing up for committees.
    - Vote at June meeting for location and date.
  - Remote meetings requested for staff at the Downtown Campus.
    - Annie Maynes offered to find out how to go about scheduling video conference meetings.
    - Shannon Rios stated she would like to see if we can schedule the June meeting via video conference; need room for 20 at Main and 10 for DT.

Announcements
  - Diane Mazuca has resigned; her seat will be replaced since her term does not end until 2016.
  - Need new Health & Wellness Chair and will be replaced with newcomers in August.
  - UTSA Staff lapel pin re-order arrived with 475 additional pins.
    - Each Staff Council member should contact constituents and take a count of the number of pins needed in their areas for those who did not receive one at the event.
    - Pick up additional pins at the June Staff Council meeting and distribute.

Closing
  - The meeting was adjourned at 10:21am.
  - The next scheduled Staff Council meeting will take place on Thursday, June 25th, at 8:30am at the Main Campus Business Building (BB 3.04.08) and Downtown Campus at Frio Street Building (FS 2.532) for videoconferencing.
  - May meeting minutes taken and submitted by Lisa Johns, Secretary.