The Retreat & Transition meeting of the Staff Council for the 2014-2015 year was held at the Egg & I at the Collonade location and was called to order at 8:50am with Anne Peters, incoming Chair, presiding.

Members Present: Kai Kamaka, Linda Martinez, Anne Peters, Venetta Williams, Brian Jantz, Taniesa Williams, Annie Maynes, KC Gonzalez, Monica Glover, Forrest Wilson, Mitchell Moore, Alfredo Zavala, Ryan Key, Jerry Smith, Vincent Perez, Lisa Merritt, Ben Garrison, Shannon Rios, Lisa Johns, Cynthia Orth, Jeanette Francovich, Matthew Jackson, Yolanda Williams, Irene Mireles, Diana Cisneros

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

Introductions
- Anne Peters, Director of Communications for UTSA Libraries, will serve as the 2015-2016 Staff Council Chairperson
- Kathy Funk-Baxter, Vice President for Business Affairs, will serve as Advisor to Staff Council

2014-2015 Accomplishments- Shannon Rios
- Communication Timeline
- Access to All Staff email distribution list, which makes for easier marketing of events and sharing of information
- 4th Annual Strikes for Scholarships was a success and brought in more than enough money to fund four staff scholarships
- 1st Annual Staff Appreciation Event was extremely successful with more than 750 UTSA employees in attendance
- Jerry Smith stated that he believed an additional accomplishment from the past year was increased exposure on campus, which led to the visit with Chancellor William McRaven

Welcome and Appreciation of Members
- Anne Peters read the Staff Council Mission Statement, emphasized the honor we have of serving on the Council and being elected by our peers
- As a show of appreciation, certificates were presented to the outgoing and continuing members of Staff Council
- Introductions were made of new and continuing members
New Business

- **Fall 2015 Meeting Schedule** - discussion about videoconferencing in October meeting
  - Plan to videoconference with DT Campus (Alfredo Zavala to follow up with room number) and either Jeanette Francovich’s or Jerry Smith’s departmental conference rooms on Main Campus (Lisa Johns to follow up with these individuals.)
  - Lisa Johns to send out fall meeting requests asap

- **Officer Elections** - Anne Peters recommends we begin with committee chairs
  - Annie Maynes expressed concern regarding the proposal of nominating committee chairs and electing with general member election versus committee members nominating their chair with the approval of general membership
    - Discussion followed with the By-laws being referenced
    - Article 5, Section 1 of the Staff Council By-laws was read aloud, which stated, “Staff Council forms semi-permanent standing committees through discussion and majority vote. The Chair of each standing committee will be selected by majority vote of Staff Council.”
    - The decision is made to describe committees today, sign up as members, meet prior to September meeting to determine chair, and vote on committee chairs as a slate in the September regular meeting
  - Cindy Orth clarified the past purpose of the August meeting has been a transitional meeting and a method to describe committees because the new member terms do not actually start until September 1, 2015
  - **Description of Officer positions - Shannon Rios**
    - **Parliamentarian** - follows Robert’s Rules of Order for meetings; oversees the voting process to ensure the process is going well; monitors appropriateness of meeting discussions and intervenes when necessary to get members back on the proper track; position needs someone who is not afraid to give firm direction
    - **Secretary** - makes meeting room reservations; takes minutes, submits minutes for approval, makes corrections and sees they are posted; tracks member attendance; person in this position should be able to attend all meetings
    - **Vice-Chair/Chair Elect** - 2-year position; presides over meetings in the absence of the Chair; plans August meeting; in the 2nd year, becomes the Chair and participates in the following:
      - Executive Leadership Council monthly meetings
      - HOP Committee monthly meetings (Anne Peters will delegate this responsibility due to schedule conflicts)
      - University Assembly meetings each semester as well as the Executive Board of the University Assembly meeting each semester
      - Employee Advisory Committee representative for UT System which meets three times each year and serves for a three-year term - Venetta Williams rolls off in 2016 and Anne Peters will replace, Vice President will replace Michael Logan who is currently serving as alternate but rolls off in 2016
  - Anne Peters states that we will not vote on Vice Chair/Chair Elect position today due to the time commitment, interested members need to get supervisor approval before voting takes place
  - Venetta Williams nominates Forrest Wilson as Vice Chair/Chair Elect, Annie Maynes seconds the nomination, Forrest Wilson accepts
• Anne Peters proposed the Council vote on Lisa Johns for Secretary and Mitch Moore as Parliamentarian, Shannon Rios makes the motion, Lisa Merritt seconds the motion; members vote unanimously to approve these positions for the 2015-2016 year

**University Dining Services Committee - Kai Kamaka**

- With Kai Kamaka’s Staff Council term ending August 31, 2015, a new representative is needed for this seat
- Committee discusses campus food services, prices, customer service
- 2-year term for this seat with meetings once a month
- Lisa Merritt stated she was interested in being the Staff Council representative, with 20 years in the food industry
- Anne Peters requested that all members interested in this position contact her; if no one else is interested, then the position will go to Lisa Merritt
- Liliana Gomez requested that the representative make contact with her regarding HUB vendors relevant to this committee

**Committee Descriptions**

- **Communications** - Anne Peters reported; responsible for fall marketing of Staff Council, spring timeline for our 2 major events; sends out All Staff emails; manages the Staff Council website; performs electronic processes such as surveys and elections; works closely with Staff Appreciation committee to ensure awards are posted
- **Elections** - Cindy Orth reported; seasonal work in this committee, primarily a summer timeframe; completed transition this year to Qualtrics; ideally has 2-4 members to help with communication to candidates for elections
- **Fundraising** - Cindy Orth reported; responsible for Strikes for Scholarship planning which is already scheduled for May 3, 2016 at University Bowl; raises funds to award four $500 staff scholarships; coordinates the Silent Auction; advocates for new fundraising ideas; large membership needed for this committee
- **Health & Wellness** - Anne Peters reported; had a tough time getting off the ground last year with turnover in the Chair seat; in past has advocated and accomplished the No Smoking campus; last year’s goal was to work on getting staff Campus Recreation incentive; works closely with Kristee Phelps and Rowdy New U program; later goal last year moved more to life/work balance and psychological/mental wellness for staff
  - Kai Kamaka stated a focus of this committee should be promotion of Corporate Cup at University of Incarnate Word, which is described as a staff Olympics
- **Issues** - Kai Kamaka reported; staff can submit issues via the Staff Council website; committee discusses these issues and determines the need to resolve or take to general Staff Council; last year addressed workplace bullying and continues to promote awareness to stop workplace bullying
- **Parking** - Jerry Smith reported; advocates for staff, especially those who have gross salaries less than $20,000 per year; addresses parking issues reported by staff; communicates changes in parking costs/issues to share with constituents; University Parking Committee representative needed- Lisa Johns volunteered
- **Staff Appreciation** - Anne Peters reported; responsible for the monthly Staff Appreciation award marketing, process, and outcome; Main Campus and
Downtown Campus members needed; members should attend awarding ceremonies as often as possible

- **Ad Hoc (Great Staff Appreciation Event)** - Shannon Rios reported; members should note that this committee requires a large time commitment; responsible for the event planning and execution of the Great Staff Appreciation Event in the spring and UT System-wide Founders' Day in November; large number of members needed on this committee
  - **Committee Sign-up**
    - Alfredo Zavala volunteered to set up a Qualtrics survey to send out to members.
    - Members should indicate which committee(s) they want to join and whether or not they are interested in chairing any committee
    - Surveys will be emailed to members next week; complete asap

**Announcements**
- Anne Peters thanked everyone for their participation and service; encouraged membership to contact her with questions

**Closing**
- The meeting was adjourned at 11:00am
- The next scheduled Staff Council meeting will take place on Thursday, September 24, 2015 in the Willow Room (UC 2.02.12) on Main Campus at 8:30am
- August meeting minutes taken and submitted by Lisa Johns, Secretary