The first, regular meeting of the Staff Council for the 2015-2016 year was held on Main Campus in the Willow Room (UC 2.02.12) and was called to order at 8:36am with Shannon Rios, former Chair, presiding in the absence of current Chair, Anne Peters.

**Members Present**: Liza Barrera, Diana Cisneros, Valentino DeLeon, Jeanette Francovich, Liliana Gomez, Matthew Jackson, Lisa Johns, Ryan Key, Amanda Marin, Linda Martinez, Annie Maynes, Lisa Merritt, Irene Mireles, Mitchell Moore, Cynthia Orth, Elisa Perkins, Shannon Rios, Kathryn Sanchez, Jerry Smith, Yolanda Williams, Taniesa Williams, Forrest Wilson, Alfredo Zavala

**Members Absent (Excused)**: Benjamin Garrison, Richard Garza, Brian Jantz, Cynthia McCowen, Joe Nelson, Vincent Perez, Anne Peters, Venetta Williams

**Members Absent (Unexcused)**: Justin Bingham, Brittany Kyle, Eric Weber

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

**Introductions**
- Several new members were present who were unable to attend the August retreat/transition meeting; therefore, all members introduced themselves

**Vice Chair/Chair-Elect (Mitch)**
- Two members were nominated
  - Forrest Wilson- Project Coordinator, College of Public Policy
  - Diana Cisneros- Department Budget Specialist, Office of the President
- Candidates were allotted 5 minutes each to share with the Council reasons they should be voted the next Vice Chair/Chair-Elect
- Candidates were excused from the room
- Voting proceeded by a show of hands
- Forrest Wilson was voted Vice Chair/Chair-Elect by a majority vote

**Chair Committees**
- Candidates were nominated by the committees via email prior to the meeting
- Annie Maynes moved the Council vote on committee chairs as a slate, Lisa Merritt seconded the motion, and the motion unanimously passed

**New Business**
- **Campus Carry Taskforce Update (Annie Maynes and Amanda Marin)**
  - Taskforce has met twice
  - Seems to be many issues regarding the implementation
• Amanda Marin reported that the Taskforce wants to know: 1) if staff members would like open forums held specifically for them as the faculty did and 2) exclusion zone recommendations
• Annie Maynes recommended the Council request two staff forums with one in the morning and one in the afternoon to catch as many staff members as possible
• Shannon asked for a motion from the members to request the two staff forums as recommended
  ▪ Lisa Johns moved to request the forums as recommended be approved by VPBA, Kathy Funk Baxter, and that her office make arrangements once approved, seconded by Linda Martinez, and passed unanimously
• Liliana Gomez asked if there will be a briefing posted on the website after these forums and Jerry Smith explained that the policy recommendations coming out of the forums will be vetted and sent to UT System, vetted again, and sent for final approval from the Board of Regents
• Linda Martinez asked if the information received during Staff Council meetings regarding this issue can be disseminated to our constituents, to which she was told yes
• Amanda Marin stated that responses from the UTSA community will be compiled and passed on to the committee
• Linda Martinez (addressing Valentino DeLeon of UPD Access Control) asked if all departments will be able to get panic buttons and Annie Maynes requested that questions like this be sent to Amanda or her as Taskforce representatives so these questions can be addressed by the Taskforce
• Jerry Smith stated he wished the Taskforce would address the fears of the campus community, which began more discussion about the number of Concealed Handgun License (CHL) holders there are on campus
• It was decided that with Anne Peters out of the office, Forrest would send the request to Kathy Funk Baxter to approve and arrange the two staff forums

- Employee Education Benefit Program- Guest Speakers Stacey Blum and David Ortiz from HR
  ▪ EEB has recently been updated as a result of changes in state law (See Handouts)
    ▪ In the handouts, checks refer to no change in the benefit and arrows indicate updates/changes to the policy
    ▪ Because of the way eligibility is defined in the policy, prospective job duties would be key in determining classes that are approved by a supervisor
    ▪ Supervisor denials are appealed through the general grievance policy and should be instigated no more than 5 business days from the decision to deny
    ▪ HR response has been quick and turnaround time for Financial Aid to process happens after the tuition/fees bill has printed
      ▪ Typically, you pay the bill up front and are reimbursed, but it depends on when you register and submit your completed forms

Committees (Goals for 2015-2016)

Issues- Lisa Merritt
• Noted that the Issues Committee has been more reactive than proactive in the past and did the committee need to determine more proactive goals for the upcoming year
• Shannon Rios explained that as the committee chair, Lisa Merritt, would gain access to the Staff Council email account where most issues are reported from staff and that
the committee last year took a proactive approach to the important topic of workplace bullying awareness

Health & Wellness- Taniesa Williams
- Need for greater publicity for existing services provided at UTSA for staff such as Rowdy New U Program and Free Fridays at the Rec Center
  - Maybe offer better incentives, reduced membership fees, etc. for participation
- Push for more participation in the Annual Corporate Cup held in May at The University of the Incarnate Word
  - Create a UTSA Campus Cup possibly held in early June
- More publicity for Employee Assistance Program and mental health programs offered to UTSA staff

Parking- Jerry Smith for Brian Jantz
- Work toward better communication from Parking- how funds are budgeted; closures or changes; strategies for spending
- Parking permit fees- Employee shuttles, carpool opportunities
- Visitor Parking- parking for off campus visitors and for visitors to Testing Services
  - Irene Mireles, a Downtown Campus staff member, stated that during Fiesta the parking that university staff members have paid for is closed by the city of San Antonio, so parking is a huge problem during that time

Communications- Annie Maynes for KC Gonzalez
- Keep the Staff Council website updated with fresh, relevant content
- To increase awareness of Staff Council and the ways in which staff can plug in & feel proud to be a Roadrunner: Staff Appreciation Awards, Staff scholarships, submitting issues, attending the Strikes for Scholarships and Staff Appreciation Event
- For everyone on the committee to enjoy contributing in their own way to enhance our communications efforts

Staff Appreciation- Linda Martinez
- Increase nominations for Staff Appreciation by sending out mass emails to our prospective areas to assist with publicizing the recognition/award; Jeanette drafted an email to send out to her area and all council members are welcome to do the same; This can be done on a monthly basis
- Submit an article to UTSA Today reminding UTSA Community of the Staff Appreciation Award
- Request a monetary award from VPBA and/or donation from sponsors/vendors of $25 for recipients (if we decide to request a donation/gift card from an outside sponsor/vendor and so it’s not more for one person doing all the asking, maybe we can all take turns in requesting from outside vendors/donors)

Scholarship- Amanda Marin
- To keep a good record of everything the committee does so that next year’s committee doesn’t have to start over with little to no information about the process
- Effectively communicate the scholarship to all staff members

Fundraising- Cindy Orth
- Strikes for Scholarships is scheduled for May 2, 2016 so we want to encourage planning ideas/Themes for the event
- Explore better ways of marketing earlier for events
- Brainstorming other fundraising options
- Determine if staff scholarships can be expanded to more scholarships or a greater amount

**Elections- Cindy Orth**
- Planning the Elections calendar in advance
- Assigning support duties
- Learn more about Qualtrics
- Advisor, Kathy Funk-Baxter, would like the committee to analyze the % of Staff Council representation to ensure that we are aligned with the number of UTSA staff

**Ad Hoc (Event Planning)- Shannon Rios**
- Securing funding for the Staff Appreciation event from VPBA (verbal confirmation received) and the President’s Office
- Securing entertainment for Staff Appreciation event- DJ would like to return again next year
- Decide on event theme
- Incorporate feedback from this year’s event
- Grow attendance next year- Shuttles?
- Incorporate Founders’ Day activities

**Announcements**
- Taniesa Williams wanted to spread the word about National Night Out on the Paseo on Tuesday, October 6th, 6-8pm
- Shannon Rios reported that the Downtown Campus virtual tour is now online for viewing
- Committee Chairs were asked to send goals via email to Lisa Johns for inclusion in the minutes

**Closing**
- The meeting was adjourned at 10:30am
- The next scheduled Staff Council meeting will take place on Thursday, October 22, 2015 at 8:30am via videoconference between Main Campus, NPB 5.140A and the Downtown Campus, FS 3.516
- September meeting minutes taken and submitted by Lisa Johns, Secretary
Employee Education Benefit Program

Eligibility
- Employee must be:
  - Accepted as UTSA Student
  - Currently employed in Benefits Eligible position and have been for the last 12 consecutive months
  - Meet successful class completion standards
- Degree program, or classes if non-degree student
- Must be related to current or prospective job duties
- Requires approval from Supervisor

Degree Program Related to Job
- May relate to current job duties
- May relate to prospective job duties or position that can reasonably be attained in the future.
- Per State Government Code 656, program will allow an employee to:
  - Prepare for technical or legal developments
  - Increase work capabilities
  - Increase employee competence
Classes Scheduled During Normal Work Hours

- Allowed up to three (3) hours per week
- Only during Fall and Spring Semesters
- Must obtain supervisor approval BEFORE enrolling in courses
- Supervisor may approve the degree program and deny request for classes during normal work hours
- Does not deduct from any paid leave balances
- Does not require a flex schedule
- Can be listed as training on the timesheet

Successful Completion Standards

- Classes are completed, not dropped or listed as incomplete
- Employee receives a letter grade of C or above
- Specific programs may require higher grade.
- Employee remains in a benefit eligible position through the semester
- If standards are not met
  - Funds requested under the EEB Program will be revoked.
  - Employee will be responsible for any funds due.

The To-Do List

- HOP 4.08 Employees as Students will be updated.
- Website under the Human Resource Department main site will be created.
  - Staff Council can link to this site.
  - Financial services breakdown of benefit's dollar amount will be linked.
- FAQs and form directions will be updated.
- Human Resources and Financial Aid departmental procedures updated.
Employee Educational Benefit Program Request

Semester of Benefit Request

Select Term

Select Year

EMPLOYEE INFORMATION

Last Name
First Name, MI
Banner Number
EMPL ID (PeopleSoft)

Please Initial

☐ I understand that to be eligible for the EEB, I must currently be benefits eligible and employed in a benefits eligible position for a minimum of 12 consecutive months prior to the first day of classes. If my employment status changes during the semester, the EEB may be revoked.

☐ I understand I must meet successful completion standards for all credit hours requested. If I do not meet these standards the EEB may be revoked. (Refer to website)

☐ I understand I will be responsible for payment of fees and/or tuition not covered by the EEB, or all fees incurred if EEB is revoked. I understand all payments must be received by the payment deadline.

☐ I understand under this program, educational assistance is not included in my gross income up to a maximum benefit of $5,250 annually. Benefits under this program that exceed $5,250 annually will be reported on Form W-2 and are subject to the usual employment taxes.

☐ I understand that the EEB only allows for a total of 12 credit hours per academic year beginning Fall Semester and ending Summer Semester. Any unused credits cannot be carried over.

*I am requesting to enroll in courses that occur during normal working hours. The classes and times that occur during normal working hours are:

Degree Program
If non-degree, list class titles

Requested Credit Hours

Employee Signature __________________________ Date ________________

Supervisor Approval for Degree Program

I agree the requested degree program or classes (if non-degree is being pursued) are related to the duties or prospective duties this employee is currently performing or are duties of a position to which this employee could reasonably be promoted. The education received will allow the employee to (a) prepare for technological and legal developments, (b) increase work capabilities, and (c) increase the competence of the employee. This criteria must be met for the degree program in which the employee is seeking the EEB, regardless of when the courses are scheduled.

Supervisor Signature __________________________ Print ________________ Date ________________

Supervisor Approval for Enrollment During Normal Working Hours (for Fall and Spring semesters only)

☐ I approve the employee's request to enroll in the classes listed in the above section* that occur during normal business hours. These classes will not take up more than three (3) hours a week and occur during Fall and Spring semester.

Supervisor Signature __________________________ Print ________________ Date ________________

☐ I deny the employee's request to enroll in the classes listed in the above section* that occur during normal business hours.

Supervisor Signature __________________________ Print ________________ Date ________________

HUMAN RESOURCE VERIFICATION - Needed prior to submitting form to Financial Aid

In person at NPB 4.102, or email scanned copy to HR-Records@utsa.edu

I have verified that the employee is a current benefits-eligible employee and has been so for the last 12 consecutive months.

HR Representative Signature __________________________ Print ________________ Date ________________

Submit completed/signed form to Financial Aid no later than the census date of the requested semester.

Rev 9.23.15

EEB-HR