The second, regular meeting of the Staff Council for the 2015-2016 year was held via videoconference between Main Campus North Paseo Building (NPB 5.140A) and Downtown Campus (FS 3.516). The meeting was called to order at 8:35 am with Anne Peters, Chair, presiding.

Members Present: Jerry Smith, Shannon Rios, Anne Peters, Joe Nelson, Linda Martinez, Taniesa Williams, Richard Garza, Liliana Gomez, Yolanda Williams, Kathryn Sanchez, Cynthia Orth, Lisa Merritt, Annie Maynes, Brian Jantz, Elisa Perkins, Diana Cisneros, Lisa Johns, Forrest Wilson, Venetta Williams, Irene Mireles, Matthew Jackson, KC Gonzalez

Members Absent (Excused): Liza Barrera, Valentino DeLeon, Jeanette Francovich, Benjamin Garrison, Ryan Key, Amanda Marin, Mitchell Moore, Vincent Perez, Alfredo Zavala, Eric Weber

Members Absent (Unexcused): Justin Bingham, Brittany Kyle

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

New Business

- **Staff Appreciation Award Ideas (Linda Martinez)**
  - One $25 gift card to the winner, whether that be an individual or a group
  - Breakfast at the end of the year for all recipients hosted by Staff Council
  - VIP status at the Staff Appreciation Event in May with special seating, front-of-the-line accommodations, ribbon to wear at the event, and programming to recognize winners during the event
  - Discussion followed with Annie Maynes moving to incorporate the Staff Appreciation Award recipients into event programming with VIP status/treatment into the Staff Appreciation Event; Jerry Smith seconded, vote unanimous to approve
  - October Award Recipient is Paul Duke from Purchasing
  - Jacqueline Ortiz in the VPBA office will make balloon bouquet purchases at RR Express with a special events Procard and the costs will come out of Staff Council budget

- **Employee Advisory Committee Update (Shannon Rios and Venetta Williams)**
  - UT System-wide staff council
  - 2 representatives with 1 alternate for each of the 14 system components
  - Meet in February, October, and June usually in Austin
    - System schools have the option to host one of the meetings like UT-Dallas did last year
- Representatives serve a 3-year term; Venetta Williams ends her service June 2016 and Anne Peters or Forrest Wilson will replace her; Shannon Rios’s term ends in 2017
- EAC is charged with discussing issues that impact all of the UT System components and makes recommendations for change; committees vary from year to year and are based on the system needs; 15-16 committees are:
  - Employee Retention- focusing on whether or not there is actually an employee retention issue system-wide? Is it dependent upon the institution? Are there situations that cause retention issues?
  - Employee Recognition- Shannon Rios chairs this committee and is working toward a Regents’ Outstanding Employee Award; there is one for faculty, which pays the winner $25,000; an award for outstanding student, which pays the nominating department $1,500
  - Shannon Rios reported that $2M is allocated for awards in the System budget with $1M going to UT Austin and $1M being shared between the other UT System schools
  - Campus Safety- looking into all security measures across campuses, not just gun safety in light of Campus Carry
  - Communications- continues to focus on UT System-wide messaging
  - See also Addendum Submitted for more information
- Chancellor McRaven visited the EAC at the October meeting and was reported to be genuine and charismatic, giving a talk to the committee that was not a rehearsed speech but impromptu items of interest
  - EAC Chair did mention the push for a staff award and received positive feedback from Chancellor McRaven
- Venetta Williams added that the Chancellor requested:
  - Staff Councils have more communication with their President’s Offices
  - Staff Council representatives keep in mind that they are representing everyone from their respective institutions
  - Mentioned the Code of Conduct for EAC members and stated that Staff Council representatives should adopt a similar code
  - Staff Council websites should be linked to other UT System schools
- System OIT department spoke to the committee regarding “2 factor analysis” which points toward computer and data security system-wide
  - Jerry Smith from OIT clarified that 2 factor authentication is coming; it requires authentication with something known such as your login name and passphrase and a token such as your cell phone
    - VPN will be first to implement this security measure
    - UTShare will be next for off-campus access
    - For more information see www.utsa.edu/OIT/twofactorauthentication
    - Once accounts are set up this way, you will receive notification via your token (i.e. cell phone, desk phone call, etc.) confirming your action before access is granted
  - Shannon Rios also stated that mobile devices containing work-related information will also undergo security checks in the near future
- UT System Organizational & Assessment Committee met and is still in the information gathering stage; the committee is looking into non-smoking for all campuses because not all system institutions are tobacco-free
University Lands- a UT System component of acreage in West Texas is being re-managed by a Houston Group
  ▪ Profits from the mineral rights, agricultural efforts, and oil drilling on the properties make up the Permanent University Fund (PUF)
  ▪ The PUF allocates funds to system components based on proposals submitted and approved

Campus Carry Taskforce Update (Annie Maynes)
  • 2-hour meeting on Monday, October 19, 2015 to wrap up the Taskforce report
  • October 30th is a forum at 3pm (email notification to come from VPBA Office) to share recommendations that will be made to System
  • Jerry Smith stated that he attended the most recent student forum and found comments from students to be valuable and included some good recommendations.
    ▪ One student reportedly asked if the gun-free zones on campus will be enforced with the same lack of effort as the no-smoking policy that was passed on campus 2 years ago
      • Taniesa Williams from UPD stated that police officers cannot really enforce no smoking policy because smoking is not illegal, but that carrying a gun into a gun free zone would be cause for police intervention
    ▪ Jerry Smith asked if it was against the HOP for faculty and staff to protest on campus and Annie Maynes stated that as long as it is not during their “work time” and there is no outside guest speaker that they could
      • Discussion followed regarding free speech on campus and as a representative of the university
      • Annie Maynes provided the section of the HOP that discusses free speech on campus: http://www.utsa.edu/hop/chapter9/9-37.html

Committee Updates

Issues- Lisa Merritt
  ▪ Issue Reported: Salaries reported from Teacher Retirement System (TRS) are based on 11 months versus the actual 12 months worked by employees
    • Committee wants to clarify the statute that governs this practice
    • Questions have received evasive answers from TRS with the representative explaining that retiring member accounts are audited to ensure the salaries and, therefore, contributions are accurate before the member retires
    • Committee to contact HR to see if someone can talk on this issue with Staff Council

Health & Wellness- Taniesa Williams
  ▪ No report; no meeting yet
  ▪ Committee Chair plans to contact Kristee Phelps about getting a Campus Cup event started at UTSA

Parking- Brian Jantz
  ▪ Working on scaled payment options for staff
  ▪ Researching parking fees at other institutions; so far, finding large discrepancies
- Looking into percent of salaries spent for employees at low, mid, and high ranges to show disproportionate expense between salary levels
- Chair met with Clay Haverland, Parking & Transportation Director and learned there will be no more surface parking spots and only garages in the next 5-10 years on campus
- Kathy Funk Baxter, VPBA, has invited Brian Jantz and Clay Haverland to meet with her regarding parking and transportation issues; Council members were eager to hear the result of this upcoming meeting
- Committee has found that many other institutions post parking reports and budget expenditure reports on their websites, but Parking & Transportation Director reticent to discuss and unwilling to do so at this time
- Forrest Wilson asked that Brian Jantz bring up the issues with Downtown Campus parking and traffic flow during Fiesta; advance notice about parking closures and traffic flow should be recommended
- Lisa Johns shared that she is a new member of the university-wide Parking & Transportation (P&T) committee
  - Attended first meeting earlier this month and found it to be an interesting and educational experience
  - Reported that she found terminology and jargon to be dismissive of the consumer (e.g. committee members were told that the garage is really a parking structure and does not guarantee cover, only a parking spot and access but “it’s called a garage permit because parking structure permit doesn’t roll off the tongue as easily”)
  - Recommended providing definitions for terms used by P&T staff that may not be clear to the consumer and was told that definitions can be added to the FAQ section of the website
  - Gave positive feedback to P&T Office for peanut butter campaign and learned that 750 pounds of peanut butter was donated to SA Food Bank, which helped feed 60 additional families because of the donation

Communications- KC Gonzalez
- Committee has not met but has drafted a communications timeline for this year
- Has been asked to send out a monthly email regarding Staff Appreciation Award and nominee process so will make it an e-newsletter to include upcoming Staff Council events and other reminders
- Refreshing the Staff Council website so Staff Appreciation Award is front and center
- Confirmed with members that Strikes for Scholarships date is May 2, 2016; Staff Appreciation Event is May 12, 2016 (this date to change due to lack of room availability)

Staff Appreciation- Linda Martinez
- Report covered as an agenda item

Scholarship- KC Gonzalez for Amanda Marin (absent)
- Working with Communications Committee to create timeline for marketing the scholarships
- Contacted Gabriel Mendiola for list of EEBP participant list and will email them first week of November
- Reaching out to Student Financial Aid to find out who the Fall 2015 recipients were because those were never announced; Kathryn Sanchez with Enrollment Services said she would follow up with Financial Aid to get that information and report it to Amanda Marin
- Committee wants quotes from recipients to help market the scholarships
Fundraising- Cindy Orth
- Committee has not met yet but will do so prior to the next Staff Council meeting to have planning updates to report

Elections- Cindy Orth
- Nothing new to report because Elections is a seasonal committee

Ad Hoc (Event Planning)- Shannon Rios
- UT System Founder’s Day is the 2nd Friday in November, which falls on November 13th this year
- The day is to commemorate the founding of the UT System
- Committee Chair will email Sonia Martinez in the Office of the President to see if there are already some plans to celebrate on campus; perhaps, Staff Council can get involved with those activities already planned
- Encourage constituents to wear UTSA colors and send photos to the Staff Council website for inclusion in the UT System website and Staff Council website gallery
- EAC website has a preparation list for Founder’s Day with ideas for activities
- Typically, Founder’s Day begins with an email from the Chancellor to each institutional President
- VPBA funding for Staff Appreciation event has been secured
- President’s funding is expected because comments and feedback from his office have been positive
- Annie Maynes offered to reserve the HUC Ballrooms for the event

Announcements

Videoconference Feedback
- Positive experience
- Comfortable room
- Better than Business Building classroom because we don’t have to press buttons to communicate with one another
- Would like a more spacious conference room
- Are there any others on campus? Research conference room? Does it have the Polycom equipment?

November Meeting
- Staff Council photo so come prepared
- Brian Halderman from the Center for Civic Engagement will be our guest speaker

Addendum Submitted by Venetta Williams, 10/26/15
- This is the final summary for the 4 committees from the EAC meeting
  - **Campus Safety** - Sharing in our highest commitment to safe campuses, determining what resources and involvements employees may need to positively contribute to a climate of safety at our institutions
  - **Employee Retention** - Reviewing and evaluating employee retention and succession planning throughout the UT System
  - **Employee Recognition** - Examining the possibility of a system-level employee award, possibly modeled after existing student and faculty awards
• **Communications** - Seeking to develop and deliver tools to enhance EAC member communication effectiveness

**Closing**
- The meeting was adjourned at 10:08am
- The next scheduled Staff Council meeting will take place on Thursday, November 19, 2015 at 8:30am on Main Campus in the Willow Room (UC 2.02.12)
- October meeting minutes taken and submitted by Lisa Johns, Secretary