The third, regular meeting of the Staff Council for the 2015-2016 year was on Main Campus in the Willow Room (UC 2.02.12). The meeting was called to order at 8:35 am with Anne Peters, Chair, presiding.


Members Absent (Excused): Valentino DeLeon, Liliana Gomez, KC Gonzalez, Irene Mireles, Joe Nelson, Cynthia Orth, Kathryn Sanchez, Eric Weber, Alfredo Zavala

Members Absent (Unexcused): Justin Bingham, Brittany Kyle

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

New Business

- **Guest Speaker, Brian Halderman, Director, Center for Civic Engagement**
  - Center was created out of the University’s application for the Carnegie Community Engagement Classification
  - UTSA is one of 167 institutions in the US to hold this classification, which expires in 10 years
  - Based on the feedback from the applications, there are four areas of continued developed that should show improvement upon the 10 year review
    - Assessment- tracking the collective impact
    - Partnerships- intentional community partnerships and working better with our partners
    - Faculty Rewards- recognizing community engagement in teaching and learning, in research and creative activities
    - Integration and Alignment- realizing greater impact through campus priorities and initiatives
  - Civic Engagement minor- added in the College of Public Policy to begin Fall 2016
  - Rowdy Corps- 15 community-based work study positions in 12 community agencies
  - UTSA Engaged- website that is used to recruit volunteers for campus and community events and to log/track volunteer hours for site members
  - See full Prezi at the following link: http://prezi.com/n3aon_2hpa8c/?utm_campaign=share&utm_medium=copy
Chair’s Announcements

- **Staff Council SharePoint Site**
  - Anne Peters created a SharePoint site for Staff Council
  - Save Staff Council documents there for easy access to all and future members
  - Each committee has a sub-folder
  - Marketing materials are already saved there, along with Staff Council logos
  - Committee member lists are saved there

- **HOP Policy 4.08 Change**
  - Policy currently referred to as “Employees As Students”
  - Information regarding the Employee Education Benefit Program to be added to the HOP
  - Section to be entitled “Employee Education and Training”
  - Mitch Moore is the HOP Committee representative and will let everyone know when this update has been finalized

- **Executive Committee**
  - Reviewing bylaws this year for alignment with practices
  - All recommended changes will be brought to the general Council membership for voting when the review of all bylaws is complete; tentatively in June if not earlier

- **Replacement for Resigned Member**
  - Monica Glover, Director of DT Academic Advising Center, will be the replacement for Cynthia McCowen

**November Staff Appreciation Award Vote**

- 15 was the final count of nominations for November
- Committee and Executive Committee reviewed the guidelines for the award created in 2013 when the award started and recommended changes
- Anne Peters read the top 2 nominations
- Mitch Moore, Parliamentarian, ran the vote and a winner was chosen

**Campus Carry Taskforce Update (Annie Maynes)**

- Annie Maynes provided the charge of the Taskforce, which involved upholding the law and maintaining a safe campus
- 150+ recommendations were submitted to the Taskforce and reviewed
- Taskforce report to President Romo should be completed by the end of November with a December 4th or 6th deadline for submission
- Shannon Rios asked what the process of reporting is; Annie explained that the report goes from the Taskforce to the President, to System, back to campus with response, revision submitted to Board of Regents for approval
- Discussion followed regarding independent taskforce being created by faculty and that the President’s Taskforce has both faculty and student representatives
Committee Updates

Issues- Lisa Merritt
  - Nothing to report as this time for general membership review/discussion

Health & Wellness- Taniesa Williams
  - Chair met with Kristee Phelps to discuss the creation of a Campus Cup
    • Wants to tie into Staff Appreciation event for Campus Cup
  - Reminder that there are four smoking cessation programs available to staff
    • Anne Peters recommended this information to be included in the next Staff Council newsletter
  - June 2016 is the Corporate Cup
  - Mitch Moore asked who on Staff Council was enrolled in Rowdy New U by a show of hands
    • Elisa Perkins encouraged those who were not enrolled to do so
    • Anne Peters suggested this topic also be added to the next newsletter
    • Linda Martinez pointed out the benefits of becoming a Rowdy New U member

Parking- Brian Jantz
  - Meeting with VPBA, Kathy Funk-Baxter, and Clay Haverland, Director of Parking and Transportation scheduled for Tuesday, November 24th
    • Understands the meeting to focus on Kathy Funk-Baxter's request for collaboration between Staff Council and University-wide Parking & Transportation Committee
    • Discussion followed to include points Staff Council felt should be covered in the meeting such as the need for more transparency on the part of Parking & Transportation regarding budget reports and expenditures
      • Jerry Smith recommended that before the next regular meeting members should review the UTSA Parking & Transportation website, [http://www.utsa.edu/auxiliary/parking.html](http://www.utsa.edu/auxiliary/parking.html) as well as the Texas A&M University website for comparison: [http://transport.tamu.edu/parking.aspx](http://transport.tamu.edu/parking.aspx)

Communications- Annie Maynes for KC Gonzalez (excused absence)
  - Committee has received positive feedback on the first newsletter
  - October winner of the Staff Appreciation Award went to Paul Duke, Senior Procurement Specialist in Purchasing & Distribution Services
  - Website Contact US form has been updated/fixed
  - Plans include a scholarship application update with UTSA Today
  - Next newsletter scheduled to go out November 24th

Staff Appreciation- Linda Martinez
  - A new rubric was created for the committee as a voting tool
  - Anne Peters asked Linda Martinez to let the nominators of those that did not win the November award that their nominations would roll over for the next three months

Scholarship- Amanda Marin
  - Scholarship information updated on the Staff Council website
  - Will notify EEBP participants before the holiday break regarding the scholarship application
  - February 15, 2016 is the deadline
Shannon Rios stated that colleagues have asked her if the scholarship can be used in conjunction with the EEB; Amanda Marin stated that both may be used as long as the applicant meets eligibility requirements for Financial Aid Cost of Attendance budget

**Fundraising- Linda Martinez for Cindy Orth (excused absence)**

Several committee members met after the October Staff Council meeting to review the following:
- Could any other type of fundraising event be held to raise additional funds for scholarships?
  - The committee members made some recommendations that are being researched to determine the feasibility of another fundraising option; if additional options are available, more details will be presented to full council after the first of the year
- “Strikes for Scholarship” Bowling Fundraiser –
  - Determine if the event should have a theme to raise interest and encourage competition
  - Encourage all Staff Council members to collect donations (2-3 per Council member and 3-5 per Fundraising Committee member) for Silent Auction items to help raise extra dollars for the scholarships; each Staff Council member will receive a sponsorship letter, which can be personalized with your own name to help with businesses and individual donations
    - Cindy will send the updated sponsorship letter out next week to each member and have further discussions at the December 2015 Staff Council Meeting
    - Some individuals have already been recruiting for Silent Auction items and we have already obtained the first ones for the May 2016 event; this is exciting to already have some items and with that excitement can come more items for the Silent Auction
  - More details will be presented in December and January to fully prepare for the “Strikes for Scholarships” Bowling fundraiser

*Mitch Moore reminded everyone about the **Employee Discount Page** because some of the first donations for the Silent Auction have come from local businesses; see the Employee Discount Page at: [http://www1.utsa.edu/hr/edp/](http://www1.utsa.edu/hr/edp/)

**Elections- Cindy Orth (excused absence)**
- Nothing new to report because Elections is a seasonal committee

**Ad Hoc (Event Planning)- Shannon Rios**
- No event was planned for Founder’s Day this year but will do so for next year
- Staff Appreciation Event date change needed due to lack of ballroom availability; new date is May 18th, Wednesday, 3-5pm
- Next Steps-
  - Catering meeting
  - Deciding on activities such as Photo Booth that was so well received
  - Verifying funds from VPBA and President’s Office; meetings scheduled for new year
  - VPBA is interested in ideas for Staff Appreciation Week, which was done at her previous institution
Closing

- The meeting was adjourned at 10:00am
- Staff Council Group Photo to be taken in the UC
- The next scheduled Staff Council meeting will take place on Thursday, December 17, 2015 at 8:30am as a videoconference on Main Campus in the VP-Research Conference Room (PNB 2.106) and on the Downtown Campus, tentatively in FS 3.516
  - Locations will be confirmed prior to the December meeting date
- November meeting minutes taken and submitted by Lisa Johns, Secretary