The fifth, regular meeting of the Staff Council for the 2015-2016 year was held via videoconference on Main Campus in the OIT-Application Development & Support Conference Room (NPB 5.140A) and at the Downtown Campus in FS 3.516. The meeting was called to order at 8:31am with Anne Peters, Chair, presiding.


Members Absent (Excused): Valentino DeLeon, Monica Glover, Liliana Gomez, Amanda Marin, Annie Maynes, Mitchell Moore, Joe Nelson, Kathryn Sanchez, Venetta Williams, Alfredo Zavala

Members Absent (Unexcused): Justin Bingham, Brittany Kyle

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

New Business

- Guest Speaker, Kathryn Funk-Baxter, Vice President for Business Affairs, provided updates to the Campus Carry Taskforce Report
  - Full presentation can be found at: [http://www.utsa.edu/campuscarry/docs/CampusCarryPreliminaryRecommendations.pdf](http://www.utsa.edu/campuscarry/docs/CampusCarryPreliminaryRecommendations.pdf)
  - Recommendations highlights
    - 17 members on the Campus Carry Taskforce that created the recommendations report
    - no gun storage to be provided by UTSA
    - storage standards determined by the Taskforce for housing but students must provide the storage
    - if part of a building was recommended as an exclusion zone then the entire building was recommended as such to avoid confusion
    - certain UTSA employees would not be allowed to carry even if they possess CHL
    - any program dealing with underage children and ITC, due to the number of underage children visiting the facility, are recommended as exclusion zones
      - Examples include- patient care facilities, sporting events, on campus voting sites, formal hearing sites (permanent or temporary),
Chair’s Announcements
- Jeanette Francovich has resigned her seat and a replacement will be determined
- Welcome Elisha Reynolds as the new representative from COEHD and replacement for Jerry Smith who resigned January 1, 2016

Fall Accomplishments
- Anne Peters reviewed items of interest that have been completed during the fall semester

January Staff Appreciation Award
- Anne Peters officiated over the vote in the absence of Parliamentarian, Mitch Moore
- Top 2 candidates were reviewed, votes were cast, and the winner chosen

Staff Council Recognition Item
- Staff Council budget allows for $350.00 to be spent
- Item is considered a thank you for service and to bring awareness about Staff Council
- Ideas that came up at the Executive Committee meeting included business card holders, pad folio, shirts
- Discussion determined the need for pricing of top 3 items - button-down shirts, junior-sized pad folio, and full-sized pad folio
- Lisa Merritt and Brian Jantz volunteered to price these items

Guest Speakers, Monique Lovato, Deer Oaks Employee Assistance Program, and Stacey Blum, UTSA Human Resources
- Reviewed EAP services provided by Deer Oaks (See Fact Sheet Included)

Committee Updates

Issues- Lisa Merritt
- No issues to report

Health & Wellness- Taniesa Williams
- No report

Parking- Brian Jantz
- UTSA Parking and Traffic website to be updated in February to include more transparent reporting
- Staff Council Parking Committee Chair will begin attending university-wide Parking and Traffic Committee meetings in February, as a non-voting member

Communications- KC Gonzalez
- Committee needs to meet to finalize promotion plan for spring events
- EAP will be included in the March newsletter
- Matthew Jackson suggested the EAP link be included on the Staff Council website
- Elisa Perkins asked if videos can be added to the newsletter for visual impact
Staff Appreciation- Linda Martinez
  - New fillable form for Staff Appreciation Award nominations now available online
  - Already receiving additional nominations for February

Scholarship- Anne Peters for Amanda Marin (Excused absence)
  - Committee clarifying process for choosing scholarship recipients and when they are awarded
  - KC Gonzalez suggested that scholarship recipients be recognized at the Staff Appreciation Event in May
  - Shannon Rios suggested the recipients be highlighted in the newsletter
  - Deadline to apply for Staff Council Scholarship is February 15, 2016

Fundraising- Cindy Orth
  - Electronic version of the sponsorship letter was sent out in December
  - Committee will meet soon to begin preparation for Strikes for Scholarships
  - Recruiting for silent auction items in progress
  - Linda Martinez was recognized for her work on the committee
  - Strikes for Scholarships scheduled for May 2, 2016, 6-8pm at University Bowl- start getting teams together!

Elections- Cindy Orth
  - Planning will begin in late spring for summer elections
  - Elections Chair will work to determine replacement for Jeanette Francovich for February meeting

Ad Hoc (Event Planning)- Shannon Rios
  - Staff Appreciation Event scheduled for May 18th, 3-5pm
  - $12,000 budget- half from President’s Office and the other half from VPBA’s Office
  - Committee working to get both President Romo and Kathy Funk-Baxter to speak at the event
  - Committee meeting tomorrow to discuss shuttles, swag, and food
  - Sal Hernandez has agreed to DJ again
  - Communicating with photo booth company from last year because they did a great job keeping everyone engaged

Closing
  - The meeting was adjourned at 10:10am
  - The next scheduled Staff Council meeting will take place on Thursday, February 25, 2016 at 8:30am as a videoconference on Main Campus in the VP-Research Conference Room, Graduate School & Research building (GSR 2.106) and on the Downtown Campus in FS 3.516
  - January meeting minutes taken and submitted by Lisa Johns, Secretary
The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you and your dependents by your employer. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives. These services are completely confidential and can be easily accessed by calling the toll-free Helpline listed below.

**DEER OAKS EAP IS A RESOURCE YOU CAN TRUST.**

**Eligibility:** All employees and their household members/dependents are eligible to access the EAP. This includes retirees and employees who have recently separated from their employer (within 6 months of separation).

**In-person Counseling and Assessment:** A network of 50,000 mental health providers throughout the United States are available to provide in-person assessment and counseling services to members wherever they may reside.

**Telephone Counseling and Assessments:** Counselors may also conduct comprehensive assessments by phone and provide in-the-moment telephonic support and crisis intervention.

**Tele-Language Services:** Deer Oaks has the ability to provide therapy in a language other than English if requested. Services are available for telephonic interpretation in over 190 of the most commonly spoken languages and dialects.

**Referrals & Community Resources:** Counselors provide referrals to community resources, member health plans, support groups, legal resources, and child/elder care services.

**Advantage Legal Assist:** Free 30-minute telephonic consultation with a plan attorney; free 30-minute in-person consultation; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms; interactive online Simple Will preparation; access to state agencies to obtain birth certificates and other records.

**Advantage Financial Assist:** Unlimited telephonic consultation with a financial counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction and financial planning; supporting educational materials available; credit report review by a financial counselor and tips for improvement; objective, pressure-free advice; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.).

**ID Recovery:** Free 30-minute telephonic consultation with an Identity Recovery Professional; customized action plan and consultation; ongoing ID recovery guidance available as needed; free ID monitoring service.

**Monthly Electronic Newsletters:** Employees and supervisors receive monthly e-newsletters covering a variety of topics including health and wellness, work/life balance issues, conflict resolution, leadership, and more.

**Disaster Assistance Program:** Educational articles on how to help children cope with disasters; consultation to Employer Group Management Personnel regarding disaster readiness; and tools for developing workplace violence prevention plans.

**Online Tools & Resources:** Log on to www.deeroaks.com to access an extensive topical library containing health and wellness articles, downloadable presentations, child and elder care resources, and work/life balance resources. The Deer Oaks website also includes a wealth of information for supervisors with topics covering conflict resolution, leadership, motivation, and more.

**Work/Life Services:** Work/Life Consultants are available to assist members with a wide range of daily living resources such as pet sitters, event planners, home repair, tutors and moving services. Simply call the Helpline for resource and referral information.

**Find-Now Child & Elder Care Program:** This program assists participants caring for children and/or aging parents with the search for licensed, regulated, and inspected child and elder care facilities in their area. Work/Life Consultants assess each member's needs, provide guidance, resources, and a list of up to three (3) referrals within 12 hours of the call. Searchable databases and other resources are also available on the Deer Oaks website.

**Critical Incident Stress Management:** Traumatic events can be extremely disruptive to the well-being and productivity of employees. Deer Oaks will respond quickly when asked to provide Critical Incident Stress Management Services for any major company incident.

**Take the High Road:** Deer Oaks reimburses members for their cab fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant with a maximum reimbursement of $45.00 (excludes tips).

www.deeroaks.com  |  (866) 327-2400  |  eap@deeroaks.com