The University of Texas at San Antonio
UTSA Staff Council

Meeting Minutes
February 23, 2017

The fifth, regular meeting of the Staff Council for the 2016-2017 year was held at the Main Campus in the Graduate School & Research Building, room 2.106. The meeting was called to order, 8:43am Forrect Wilso, Chair, presiding.

Members Present: Forrest Wilson, Richard Garza, Venetta Williams (DT), Linda Martinez, Shannon Rios, Yolanda Williams, Annie Maynes, Kai Kainaka, Khanh Nguyen, Ben Garrison, Ryan Key, Daniel Garcia, Steve Stewart, Cindy Orth, Sheryl Robersheaux, Marcela Cabello, Vincent Perez, Andrea Chavez, Jessica Eskander, Ruth Carrillo, Matthew Jackson (DT), Elba Ramos, (DT)

Members Absent (Excused): Anne Peters, Elisa Perkins, John Shaffer, Henry Barrera, Brian Jantz, Lisa Merritt, Jake Tevino, Guadalupe Sanchez

Members Absent (Unexcused): Jason Vasquez, Robn Sanders and Kathryn Sanchez

Meeting Minutes for Sept 2016 – Jan 2017 have been uploaded to website.

Guest Speaker, Lorenzo Sanchez, Director of Emergency Management UTPD
- Provided background/info on how emergency preparedness works/assists UTSA Community
- Business Continuity
  - How can departments meet day-to-day operations in event of an emergency, i.e. tornado, flood, etc.
  - Evacuation plans
- How to handle a crisis on campus?
  - Staff Council was urged to discuss emergency plans within departments,
    - What to do in an emergency, before & after.
- List of Floor Captains is available upon request.
- New Emergency Response Guides are being re-disturbed on campus
- Lorenzo is available to attend staff meetings, email: Beprepared@UTSA.edu
- Discussed various online safety trainings available to staff
- NEW Initiative to begin- Rowdy Watch- similar to neighborhood watch, staff/faculty/students can provide tips or call in suspicious activity.
- Update ASAP with current contact information to receive USTA alerts
- UTSA Mobile App available download at www.utsa.edu/mobileapp/
  - Emergency calls
  - Non-emergency calls
  - Campus Alters & notifications
  - Weather hotline

Chair Announcements:
  a) Meeting w/UT System AVC Tony Cucolo
Enough development/leadership opportunity; being on staff council provides professional development however there is not enough professional development for staff within the University thru HR training. Training is too specific

AVC Cucolo would be willing to visit UTSA to provide professional development training himself

AVC Cucolo would like to find the gaps & filling them

Discussion of building brick & molder type of Leadership Institute within UT System

Incentive for leadership development
   i. Supervisors – how to cultivate/promote employees for staff retention

Recommendation to bring up to New President: Desire & ability to create a culture to promote staff

VPBA – staff evaluations will be different next year

Continued line of communication is key

Increase salary vs. cost of living increase
   o Request Issues Committee to review

Request AVC Cucolo to attend Staff Council meeting

b) Budget Status
   ❖ Half of budget has been utilized- $500 remaining for annual retreat and/or other items
   ❖ Funding has been sued for Staff Appreciation balloons and t-shirts

c) New Secretary for the remaining of the semester– Linda Martinez

d) Update on shirts
   ❖ T-shirts had to re-ordered due to size error, going thru VPBA Office

e) SACU Update
   ❖ $5K will be reimbursed to VPBA Office

Cesar E. Chavez March – March for Justice, Saturday, March 25, 2017
❖ Forrest met with others, looking for same participation as MLK march
❖ Buses and t-shirts will be available
❖ Sign-up via https://givepul.se/19uke
❖ Staff Council members that attend are encouraged to wear their UTSA Staff Council shirts

Emergency Fund Survey Results – 789 total response received
❖ General interest and support 86.31%;
❖ 13.69% declined support
❖ Amount of money staff would donate:

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<tr>
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❖ General comments ranged from:
   o Great idea
   o Payroll deduction?
   o Need clear & specific guidelines
❖ SECC – easiest route to setting fund up
❖ Forrest will send out the final survey results to Staff Council

VPBA- Kathy Funk-Baxter arrived with Interim President Pedro Reyes
❖ Dr. Reyes provided a brief background to Staff Council
30 years in higher education
Gave kudos to great staff running the university
Transition will be a challenge but UTSA has great staff/faculty/students that will persevere; continue to move forward to fulfill UTSA mission
President’s door is always open to all staff
Request was made by Matt- Dr. Reyes meeting with staff/faculty/students at Downtown Campus
How will the hiring freeze be managed?
  • Process in place – new form submission developed by HR
  • Kathy Fink-Baxter & Dr. Reyes will review all new submissions
  • Existing employees will not be impacted
  • New hires/new employees will be affected
Big picture items
  • Dr. Reyes- not certain how long he will be at UTSA but will continue to move forward with UTSA’s mission of becoming a Tier 1 institution

Committee Updates –
  ❖ Forrest asked current Committee Chairs to think of ways for new committee chairs to have a smooth transition providing background of committees; contingency file(s), etc.

Scholarship
  ▪ Deadline has passed Feb 15

Issues
  ▪ No report

Health & Wellness
  ▪ Ben Garrison has stepped down as chair due to new position
  ▪ If anyone is interested please contact Forrest

Parking
  ▪ Who is monitoring resident parking early in the AM?

Communications-
  ▪ No report

Ad Hoc Service Project
  • Diploma Dash Feb 25; Staff Council encouraged to wear t-shirts

Staff Appreciation
  ▪ Two nominations brought to Council:
    • Lisa Ho, Administrative Associate II- Computer Science (4 votes)
    • Monique Wimberly, Administrative Associate II- Electrical & Computer Engineering (15 votes)
    • February award- Monique Wimberly

Fund Raising
• Meeting will be scheduled in 2 weeks
• Bowling teams will be 5 per team
• Theme will be discussed at a later time
• Cyndi requested for all Staff Council to assist with requesting donations for silent auction
• Ruth has made contact with Humex vendor for possible donation
• Linda – suggested to Staff Council- request donations from restaurants that they may visit frequently

Elections- Cindy Orth
• No report

Great Staff Appreciation
• Anticipating a larger crowd this time around
• Will be held in The Sombrilla to accommodate crowd
• Requesting more funding; $3K from President’s Office
• Received feedback from staff from last event regarding giveaways - prefer 1 bigger item vs smaller items or knickknacks. One bigger giveaway item will cost more $$$
• Food discussion- street tacos theme; veggie station
• Discussion with UC Coordinator- strict noise policy in Sombrilla – request to waive policies for no mic/music
  ▪ There will be no disturbance due to in between semesters; no classes
• Photo booth in the works
• Transportation –
  ▪ No shuttle to ITC
  ▪ 2 shuttles will be provided at Downtown Campus
  ▪ 1 pick-up; 1 drop off

Closing
• Annie Mays- Rowdy Food Pantry – Grand Opening March 6, 2017, noon, at UC
  ▪ Open to all students with a UTSA ID
  ▪ Donations are still welcomed- nonperishable items, toiletries, clothing, hygiene products, etc.
  ▪ Drop off items in large bins across bookstore in UC
• Ruth Carrillo – provided a flyer for Communities Organized for Public Service (C.O.P.S.) will hold a public forum for SA citizens to answer questions regarding the immigration issues/concerns
• The next scheduled Staff Council meeting will take place on March 30, 2017 GSR 2.106
• February Meeting notes submitted by Linda G. Martinez The meeting was adjourned at 10:00am