Meeting Minutes
August 16, 2017
Staff Council Retreat and Transition Meeting

This was the UTSA Staff Council retreat and transition meeting for fiscal year 16/17 and was held at the Main Campus in the Graduate School & Building, GSR 1.122. The meeting was called to order at 8:37am by Forrest Wilson, transitioning Chair and incoming Chair, Jake Trevino. Incoming Chair, Jake Trevino, presented Forrest Wilson with an appreciation plaque.

Members Present: Andrea Chavez, Forrest Wilson, Henry Barrera, Jaime Fernandez, Anne Peters, Richard Garza, Linda Martinez, Yolanda Williams, Amanda Perez, Brandi Ruschke, Kindra Pittman, Casandra (Kasey) Jones, Lindsey O’Day, Sarah Soulek, Monica Bowder, Kai Kainaka, Daniel Garcia, Cindy Orth, Sheryl Robersheaux, Marcela Cabello, Vincent Perez, Jake Trevino, Matthew Jackson (DT), Elisa Perkins

Members Absent (Excused): Brian Jantz, Annie Maynes, Ben Garrison, Lisa Merritt, Guadalupe Sanchez ason Vasquez Jessica Eskander, Kathryn Sanchez, Shannon Rios, Venetta Williams (DT), Elba Ramos, (DT), Khanh Nguyen, Steve Stewart, John Shaffer, Ruth Carrillo, Robin Sanders, Paul Lozano, Ryan Key

Members Absent (Unexcused):

Chair Announcements:
- Regular monthly meeting recap
- Adhering to Robert’s Rule of Order during meetings as best practice
- Getting Staff Council Members involved in Staff Council events and outside activities
  - MLK March
  - Caesar Chavez March
- Code of Conduct among all staff members
- Staff Emergency Fund created
  - Staff Emergency Fund guidelines/HOP are being worked on by VPBA Office
  - Staff Emergency Fund general email was created, staffemergencyfund@utsa.edu
- Strikes for Scholarships raised more than previous years, over $3K
- Great Staff Appreciation Event- first time held in Sombrilla, great turn out
- Monthly Staff Appreciation monthly recipients
- Encourage all staff council members to get involved

- Introduction of New Staff Council Members:
  Shashi Pinheiro, Associate Director Web/Portal, University Comm And Mktg
  Jaime Fernandez, Senior Internal Auditor, Audit & Consulting Svcs
  Ben Campos,
  Lindsay O’Day, Grad.Admissions Comm., Mgr, GRADUATE School
  Sarah Soulek, Administrative Analyst, Academic Affairs, Provost
  Monica Bowden, Senior Program Coordinator, College Of Engineering
  Linda Lankford, Sr Administrative Associate, College Of Science-Dean
  James Borrego, Senior Producer, Video Production Group
Committee Chair Year End Remarks/Updates –

Issues – Lisa Merritt –not in attendance
No update

Health & Wellness – Sheryl Robisheaux
  o Getting communication out to all UTSA staff regarding:
    ▪ 30 minute, 3 times a week exercise option incentive
    ▪ Receiving 8-hour comp time after health physical is completed

Parking – Brian Jantz
  ▪ Many ongoing parking issues

Communications- Elisa Perkins
  ▪ Staff Council newsletter out monthly
  ▪ Market events for other committees
  ▪ Facebook account, https://www.facebook.com/UTSAStaffCouncil/
  ▪ Twitter account, @utsaStaff
  ▪ Service Projects
    • Roadrunner Pantry
    • MLK & Cesar Chavez Marches
    • Haven for Hope

Staff Appreciation Award – Henry Barrera
  ▪ Nominations received thru Woofoo
  ▪ Open to all UTSA staff
  ▪ All nominations are ranked among the Staff Appreciation Committee and the top 2-3 are voted on by the rest of the Staff Council
  ▪ Recipient’s supervisor and/or nominator are contacted and arrangements are made to make presentation; staff council members are encouraged to participate

Scholarships
  ▪ No report

Ad Hoc Service Project
  ▪ Encouraging Staff Council Members to participate; increase Staff Council visibility
  ▪ Haven for Hope project
  ▪ Habitat for Humanity Project possibility in the Fall
  ▪ Buses were provided for MLK & Cesar Chavez marches

Elections- Anne Peters
  ▪ Stagnate until June-July time frame
  ▪ Voting is run thru Qualtrics
  ▪ Small committee

Fund Raising – Cynthia Orth
  ▪ Fund raising for Strikes for Scholarships Bowling event; raised $3800 this year
  ▪ Seasonal- after holidays
  ▪ Raise funds for scholarships
    o Silent auction during Strikes for Scholarship event
• Items can be gift cards, certificates, etc.
• Four scholarships are awarded: 2 undergrad and 2 graduate - $500 each to help with textbook, out of pocket expenses.

**Great Staff Appreciation Event – Shannon Rios**
- Event budget $15K, ½ provided from VPBA and ½ President’s Office
- 3rd Annual May 2017
- Staff Council’s way to say ‘thank-you’ to staff
- Give-always- nice silver 4x8” picture frame with UTSA on the side
- Space is always an issue; held in the Sombrilla for the first time
- Always needing helping hands from Staff Council members

❖ Jake Trevino discussed his goals for FY17/18:
  ❖ Participation from all Staff Council members
  ❖ Share new and innovate ideas
    ◦ Staff Council initiated non-smoking campus
  ❖ Next meeting - voting for committee chairs
  ❖ Current budget $1150
  ❖ Jake would like Staff Council to report to President instead of VPBA
    ◦ Staff Council did in the past report to President (Cynthia Orth)
  ❖ More support for employees
    ◦ Staff Council is here to help UTSA employees
    ◦ New staff retention/support
    ◦ Meeting with new President
  ❖ Downtown Meeting at least once- possibly in November
  ❖ Meeting Schedule
    ◦ Earlier in the month
    ◦ Recommendation
      ▪ Voting on meeting dates
      ▪ Meeting dates need to be consistent to meet Staff Council members’ schedules; setting the meetings 3rd or 4th Thursday of the month
  ❖ Professional Development – Elisa Perkins
    ◦ Collaborating with HR or other areas
    ◦ Professional development is a good idea, but staff are not getting compensated
    ◦ Business Affairs Staff Council has brought to Kathy Funk-Baxter’s attention about staff professional development
  ❖ Social Events Committee (Elisa Perkins)
    ◦ Staff Council outreach to create more visibility on campus
    ◦ Gathering at The Block

**Closing**
❖ Jake Trevino, New Staff Council Chair
  • Thanked new members
  • Jake is open to meet with UTSA departments to increase Staff Council’s visibility and provide information about Staff Council and its role at UTSA

❖ Meeting adjourned at 12:45PM