The second regular meeting of the UTSA Staff Council for fiscal year 2017-2018 was held at the Main Campus in the North Paseo Building, NPB 1.412. The meeting was called to order at 8:35am, with Jake Trevino (Chair) presiding.

**Members Present:** Henry Barrera, James Borrego, Monica Bowden, Marcela Cabello, Ben Campos, Ruth Carrillo, Andrea Chavez, Jaime Fernandez, Daniel Garcia, Cassandra (Kassy) Jones, Linda Lankford, Linda Martinez, Lindsay O’Day, Cindy Orth, Amanda Perez, Elisa Perkins, Anne Peters, Shashi Pinheiro, Kendra Pittman, Brandi Raschke, Shannon Rios, Sheryl Robisheaux, John Shaffer, Sarah Soulek, Jake Trevino, Jason Vasquez, Venetta Williams

**Members Absent (Excused):** Elba Ramos, Steven Stewart

**Members Absent (Unexcused):** Erbey Garza, Kai Kamaka, Paul Lozano, Robin Sanders, Guadalupe Sanchez

**Chair Announcements:**

- **Dining Committee member**
  - The university’s Dining Services Committee is in need of a member from Staff Council to serve a 2-year term
  - Jason Vasquez and Kendra Pittman expressed interest in the position
  - Chair will forward their names to the committee

- **Workplace Bullying video**
  - A video on workplace bullying was shown; there was discussion regarding the current process for reporting an incident
  - EAC has also recently discussed this issue and found a lack of consistency across UT System institutions
  - The council agreed that the Issues Committee should take up this topic and re-address it in January

- **Floating Holidays**
  - In the past, floating holidays were offered at UTSA and employees could decide when to use these holidays
  - They were eliminated due to budget constraints, but some other UT System schools still offer them
  - The Chair asked Staff Council members to poll their areas to determine whether floating holidays would be desired again in the future

- **Discuss changing bylaws to limit 2 terms on Staff Council**
  - The Chair asked if the bylaws should be amended to limit members to serving two consecutive 2-year terms
There was discussion about the need for new members/fresh ideas but also for members with knowledge/history of the Council. The Chair asked members to think about it and vote on this issue at the next meeting. Another issue brought up is the lack of awareness about Staff Council; there was discussion on the need to identify a few key issues to focus on for the year to help raise awareness.

**Annual Staff Council Photo**
- The annual Staff Council photo was taken and will be posted to the website.

**Employee Advisory Council (EAC)**
- Shannon Rios and Venetta Williams currently serve as members of the EAC at the UT System level (representing UTSA).
- The EAC works to improve the staff experience across the UT System.
- Shannon gave an update on some new initiatives/changes this year; including a new award: Regents’ Outstanding Employee Award (ROEA).
- The ROEA will consist of 30 awards with at least 1 winner at each institution.
- Nominations will be sent out from the President's office soon and will run through January 2018.
- Winners will receive $10,000 each and be invited to attend a luncheon with the Chancellor in June 2018.
- Shannon and Venetta encouraged Staff Council members to contact them if there are any matters that should be reviewed by the EAC.

**Committee Reports:**

**Issues Committee – Linda Lankford**
- Ideas for a staff lounge on campus – working with facilities.
- Answered a question regarding the possibility of combining sick leave with vacation – not possible since UTSA is a state entity.
- Due to budget cuts, facilities is asking that everyone work to conserve as much water/electricity as possible.

**Health & Wellness Committee – Sheryl Robisheaux**
- Brainstorming new ways to improve participation in “Rowdy New U” program – orientation; set up a booth; campus corporate cup?
- Also working to include downtown campus in these events.

**Parking Committee – John Shaffer**
- No updates.
- A Staff Council member requested that the committee look into putting a crosswalk on the north side of the Bauerle Road Garage (from the garage to the A parking lot).

**Communications Committee – Shashi Pinheiro**
- Any content for the newsletter can be sent to Shashi.
- Send content by next week – newsletter will go out around Nov. 6th.
- Possibility of incorporating a spotlight on various SC committees in the newsletter/website to improve awareness.
❖ **Staff Appreciation Committee – Henry Barrera**
  - No new nominations for this month – winner will be runner-up from last month
  - Committee chair will notify SC members of the timing/location of the award presentation
  - Will send out the nomination flyer for people to distribute

❖ **Ad Hoc Service Project – Brandi Raschke**
  - Committee is considering participating in Adopt-a-Family program
  - The program would include item donation and a sign-up sheet will be created for SC members to choose what items they wish to donate
  - A motion was made for Staff Council to participate in the program, which was seconded and approved (1 opposed, 0 abstentions)
  - Committee is also looking at how to mix service projects with social events

❖ **Elections Committee – Cindy Orth**
  - No updates

❖ **Fundraising Committee – Cindy Orth**
  - Strikes for Scholarships date finalized: Monday, May 7, 2018
  - Committee chair will send fundraising letter that can be personalized and sent out to potential donors
  - Looking to better publicize the “donate” button on SC website in order to solicit extra funds for scholarship donations

❖ **Great Staff Appreciation Event – Kendra Pittman**
  - No updates

Other Issues/Announcements:

❖ MLK March is January 15th; Elisa and Brandi will work on getting event shirts/transportation/etc; will also work on Caesar Chavez march
❖ A staff conference on professional development is planned for the spring semester – more information to come (Elisa)
❖ The Staff Council Vice Chair (Elisa) requested that committee chairs identify the top two things they would like to work on and present them at the next executive committee meeting (with a plan of action)
❖ The following members were selected to serve on three of the President’s taskforces:
  o Henry Barrera – Finance and Budget Model taskforce
  o Shashi Pinheiro – Strategic Enrollment taskforce
  o Monica Bowden – Student Success taskforce
  o Regular updates will be sent out from the President’s office regarding the work of these taskforces
❖ Next meeting is downtown, and the President will attend: Thursday, November 16 (8:30-10:30am) BV 1.328

Closing

❖ Meeting adjourned at 10:25AM