The sixth 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 8:30am, with Jake Trevino (Chair) presiding.

**Members Present:** James Borrego, Monica Bowden, Marcela Cabello, Ben Campos, Andrea Chavez, Jaime Fernandez, Daniel Garcia, Erbey Garza, Linda Lankford, Lindsay O’Day, Amanda Perez, Elisa Perkins, Anne Peters, Kendra Pittman, Jeffrey Ragsdale, Elba Ramos, Brandi Raschke, Sheryl Robisheaux, Sarah Soulek, Steven Stewart, Jake Trevino, Jason Vasquez, Frederick Wiedner, Venetta Williams

**Members Absent (Excused):** Ruth Carillo, Paul Lozano, Linda Martinez, Cindy Orth, Robin Sanders, John Shaffer, Suzanne Stokes

**Members Absent (Unexcused):** Orlando Cantu, Shashi Pinheiro

**Chair Announcements:**
- Jake welcomed the following new members to Staff Council:
  - Jeffrey Miller (replacing Cassandra Jones) – tentative
  - Orlando Cantu (replacing Guadalupe Sanchez)
  - Suzanne Stokes (replacing Kai Kamaka)
  - Frederick Wiedner (replacing Henry Barrera)
  - Jeffrey Ragsdale (replacing Shannon Rios)
- He said that Staff Council (SC) will be collecting non-perishable food donations at the April meeting to be donated to the Roadrunner pantry.
- Jake is looking into changes to the Rowdy New U program that were discussed at the December SC meeting, to try and determine why employees have to pay an additional cost to use the rec center when the program already pays for staff in their program.
- An email regarding the upcoming workplace staff survey was sent out and many responses have been received regarding staff concerns. Jake will be meeting with the President soon and also wants to reach out and connect with other university groups such as the Alumni Association and the Student Government Association. Regarding any issues in your workplace, those concerns must first follow the HR process and afterwards SC can address if the issue wasn’t resolved.
- SC was asked to send out an email notifying staff about the upcoming African American Studies Symposium in order to boost participation. Upper leadership reached out and communicated that SC should only be sending out emails regarding official Staff Council business (and not university business). Jake is planning to meet with Kathy Funk-Baxter to clarify the process and understand the policy fully going forward.
- Jake asked if any SC members were willing to fill the recent vacancy for Parliamentarian. Elba Ramos agreed to finish the remainder of the term.
- Jake is looking into scheduling a lunch for SC members with the possibility of inviting leadership as well.
Jake said that any changes to the bylaws must be proposed in writing and he is looking into a 3-term limit (6 year total) for SC members with a required 2-year break in between. This change will be proposed at the next meeting for a vote.

Committee Reports:

- **Issues Committee – Monica Bowden**
  - No report – the committee will be working with Jake soon on the staff engagement survey

- **Health & Wellness Committee – Sheryl Robisheaux**
  - The committee is scheduled to meet next month. The upcoming retirement fair will take place on April 10th and 11th. Registration for the “naturally slim” challenge will be available soon as well as more details on the UT System spring challenge. UTSA will hold the annual benefits fair on July 11th at all campuses.

- **Parking Committee – Daniel Garcia (for John Shaffer)**
  - The Parking & Traffic Committee meeting minutes are now posted on the parking and traffic standing committee website – going back 2 years – for increased transparency
  - Student Transportation fee voted down with 21% of the student body voting. This puts the Transportation department in an $800,000 deficit for the upcoming FY18. 8,000 students ride the Runner Busses each day (one-way).
  - Summer ’18 expansion of East Campus Lot (Valero Way) is planned, which will add 800 student parking spaces
  - There will be a new UTSA Campus Master Plan within 1-2 years
  - 80-90 spaces were returned in BR1 Parking lot over the winter break as part of the new Engineering building expansion
  - Parking Permit Rates will increase $20 ($10 per year) over the next two years (AY 18-19 and AY 19-20) - Parking & Traffic committee voted to approve this increase; First time in 3 years that the parking permits will see an increase; Preparing for proposed new garage within the next 3-4 years

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  - Over the last two years, 1.1 million (FY 17) and 1.8 million (FY 18) have been expended out of the Parking & Traffic budget to offset student scholarship costs. This sweeping of funds was put into place prior to AY 16-17 to match the Alvarez Scholarship funds.
    - Permits Sold in AY 16-17
      - Student: 19,440
      - Employee: 4,536
      - Other: 5,049
      - Total: 29,025
    - Revenue from Parking: $8.8 million (AY 16-17)
    - Expenditures to offset Staff/Faculty Salary and Benefits out of Parking & Traffic budget: $1.3 million (AY 16-17)
Communications Committee – Elisa Perkins (for Shashi Pinheiro)
  o The committee is planning to send out 2-3 newsletters per academic year to remind staff of upcoming university events such as the University Excellence Awards, Day of Service, Great Staff Appreciation Event, Strikes for Scholarships, etc.

Staff Appreciation Committee – Linda Lankford
  o No nominations received – will remind people they can submit nominations from their areas

Ad Hoc Service Project – Brandi Raschke
  o Brandi asked if SC would be willing to complete a short service project for a few minutes at the next SC meeting to put together dog toys for service dogs. The toys will be donated at the March 24th Day of Service. SC agreed and Brandi will be sending out more information soon.

Elections Committee – Cindy Orth
  o Have been working on filling the five (5) vacant positions – 3 new members planning to attend today.
  o 2018 Elections process will begin in June – a timeline for the process will be provided to SC during the March meeting.

Fundraising Committee – Cindy Orth
  o The group is continuing to collect items for the silent auction. If anyone has secured any donations, please let Cindy know.
  o Will work with the Communications Committee to have a Save the Date for the May 7th event distributed out to the campus in March 2018.
  o A more extensive review will be given to Staff Council at the March meeting going into the home stretch before the event.

Great Staff Appreciation Event – Kendra Pittman
  o The committee has confirmed the event date: May 16th and is now working on securing the space and catering for the event.
  o Kendra asked if there were any SC members willing to serve on the committee as its membership has decreased to only 2 people. Jason Vasquez, Elisa Perkins, and Frederick Wiedner agreed to serve on the committee.

Other Issues/Announcements:

  ❖ Next meeting: Thursday, March 22 (8:30-10:30am) Room: TBD

Closing

  ❖ Meeting adjourned at 9:30AM