Meeting Minutes
April 19, 2018

The seventh regular meeting of the UTSA Staff Council for fiscal year 2017-2018 was held at the Downtown Campus in the Buena Vista Building, BV 1.328. The meeting was called to order at 8:30am, with Elisa Perkins (Vice Chair) presiding.

Members Present: Andrea Chavez, Jaime Fernandez, Daniel Garcia, Erbey Garza, Linda Lankford, Paul Lozano, Linda Martinez, Cindy Orth, Elisa Perkins, Brandi Raschke, Sheryl Robisheaux, John Shaffer, Sarah Soulek, Suzanne Stokes

Members Absent (Excused): James Borrego, Monica Bowden, Ruth Carrillo, Lindsay O’Day, Amanda Perez, Anne Peters, Kendra Pittman, Elba Ramos, Steven Stewart, Jake Trevino, Jason Vasquez, Venetta Williams

Members Absent (Unexcused): Marcela Cabello, Ben Campos, Orlando Cantu, Shashi Pinheiro, Jeffrey Ragsdale, Robin Sanders, Frederick Wiedner

Vice-Chair Announcements:
- EAC Report – Elisa congratulated the two staff members who are recipients of UT System’s 2018 Regent’s Outstanding Employee Award: John Shaffer and Brent Tyroff. She said that there are copies available of the most recent Employee Advisory Council (EAC) updates.
- Staff Emergency Fund – Elisa explained that efforts are being made to improve the accessibility and functionality of emergency fund. The State Employee Charitable Campaign (SECC) may not be the best platform to use because its function is focused on charitable donations by the university and there would be a monetary charge to use it as a platform for the emergency fund. However, a recommendation was made to use the Alumni Association where funds would be easily and quickly accessible and there is no monetary fee. Staff Council agreed to move forward with the Alumni Association option, pending verification that the payroll deduction option is still valid. Elisa will be verifying this with Kathy Funk-Baxter.
- Survey of Employee Engagement – The original idea for the survey has been expanded to include all faculty and staff at the university. An outside agency will be developing and administering the survey, but Staff Council has an opportunity to provide input on what some of the questions should address. Elisa asked that all proposed survey questions be sent to her no later than May 1st.
- Workplace Bullying – Kathy Funk-Baxter has spoken with Human Resources and is currently looking at existing trainings as well as the option of developing the university’s own module. Anne Jett has been tasked with working on this initiative.
- Staff Council Engagement and Succession Planning – Elisa asked all committee chairs to think about what they have accomplished/have yet to accomplish this year, and how many people are needed to serve on their committee. Succession planning will be discussed at the next executive committee meeting.
Committee Reports:

- **Issues Committee** – Monica Bowden
  - No report

- **Health & Wellness Committee** – Sheryl Robisheaux
  - The “Keep UT System active” challenge is happening now and group walking sessions are available on Thursdays at 11:30am for those interested. Supervisors are also encouraged to attend these walking sessions with their employees.
  - The “Naturally Slim” program is in its third week with 369 UTSA participants this year. A forum was held yesterday to gather feedback on the program. Naturally Slim will be available once per year for employees who were not enrolled the year prior.
  - The Corporate Cup is scheduled for June 2nd at Incarnate Word. The registration deadline is tomorrow and canned food donations are also being accepted – UTSA's goal is to donate 500 lbs of food.
  - A diabetes and weight management class is being offered by RowdyNewU and the department of Kinesiology, Health and Nutrition. The class runs for 6 weeks and requires at least 10 people to register.
  - Open enrollment at UTSA will take place July 15-31 and a benefits fair will be held at all campuses on July 11th.
  - Facilities is working on a bike mobility plan and will install additional areas to secure bikes as well as additional bike lanes on campus. The work will be completed by the fall semester. Facilities is also looking at whether employees would prefer to have showers available on campus as well as bike lockers.

- **Parking Committee** – John Shaffer
  - The President’s Leadership Team approved an on average 2% increase in parking permit pricing for one (1) year (2018-2019). The proposed increase was 4% over two (2) years. University leadership will revisit the possibility of an additional increase for 2019-2020.
  - New east campus lot to be completed in fall 2018; will include 800+ surface spaces
  - Summer parking lot maintenance - various lots to be repainted
  - Campus Services and the University Parking and Transportation Committee fully supports making the recommendation to the President’s Leadership Team to increase the price point of the executive permits (affects 28 spaces in 3 garages). Currently, the executive permit holders do not pay an additional cost for these permits above and beyond the cost of a garage permit. The recommendation by the committee is for a $96 per year increase for these permits. The cost differential of $96 would maintain any time there is a parking permit increase.
  - Staff Council Staff Appreciation Summer Garage Upgrade - Once the staff appreciation recipient (selected by a drawing) is chosen, the Parking and Traffic department would need the following information: name, banner ID, and requested garage. The upgrade would go into effect June 1 and end on August 31, 2018.
  - A new campus master plan which will include both the Main and Downtown campuses is expected by the end of 2019.
  - UTSA is currently above the statutory requirement of 2% of all spaces to be designated as ADA.

- **Communications Committee** – Shashi Pinheiro
  - No report

- **Staff Appreciation Committee** – Linda Lankford
  - Annie Herrera is this month’s winner – there were only 3 winners for the year
• **Ad Hoc Service Project – Brandi Raschke**
  - Brandi said that UTSA’s Day of Service in March was successful with 720 volunteers. The President's Office would like to continue support of this event every year.
  - Brandi said she would ask the Roadrunner Pantry for some bins to collect food donations at the upcoming Great Staff Appreciation Event.

• **Elections Committee – Cindy Orth**
  - Cindy said that the committee will be reassessing the recent divisions/restructuring of various VP areas, but the elections process will remain the same.

• **Fundraising Committee – Cindy Orth**
  - A mass email and UTSA Today story will be going out soon with details on the upcoming Strikes for Scholarships event, Monday, May 7th. This year, groups can sign up in teams of up to eight. Volunteers are still needed for registration, the silent auction tables, etc. Cindy reminded everyone that the event officially begins at 6pm, but staff often begin arriving early. She will send out a reminder for volunteers.

• **Great Staff Appreciation Event – Cindy Orth (for Kendra Pittman)**
  - A flyer will be coming out soon with more details about the event in May. There will be line dancing, a DJ, and a photo booth (as in previous years). This year there will also be fans placed outside to circulate air through the Sombrilla. The food will be provided by Heavenly Gourmet – appetizers and desserts. The committee is also looking at ways to incorporate more activities within the event. Volunteers are still needed for the event.

**Other Issues/Announcements:**

- Dr. Kimberly Andrews Espy has been selected as the new Provost. The Staff Council executive committee has met with her and is excited to welcome her to UTSA.
- Elisa reminded everyone that the University Excellence Awards are at 2:00 p.m. today in the Student Union Ballroom and that special seating has been reserved for Staff Council.
- There will be a SECC barbeque fundraiser on Wednesday, May 25 outside of the NPB.
- Next meeting: **Thursday, May 24 (8:30-10:30am) Room: NPB 1.412**

**Closing**

- Meeting adjourned at 9:30AM