The second regular meeting of the UTSA Staff Council for fiscal year 2019-2020 was held at the Downtown Campus in the Monterrey Building, MNT 4.420. The meeting was called to order at 8:32 am, with John Shaffer, Chair, presiding.

**Members Present:** John Shaffer, Matt Keneson, Cindy Orth, Vincent Genco, Jason Trevino, Amy Fritz, Elizabeth Corrales, Anna Boyer-Chadwick, Suzanne Stokes, Shannon Rios, Venetta Williams, Edward Riojas, Elba Ramos, Leticia Longoria-Fisher, Dominick Morales, Hillary Klingman, Sarah Sanchez, Kristee Phelps, Brian Packer, Brandy Barksdale, Daniel Arriaga, Judith Quiroz, Morgan Beard, Jerry Smith, Rueban Aleman

**Members Absent (Excused):** Sabina Kapoor, Jaime Fernandez; Eric Weber, Courtney Balderas, Mary Alice Morizen, Jeffrey Miller, Dr. Chad Mahood

**Members Absent (Unexcused):** Joe Alderete, Paul Lozano, Wanda Guntz

**Guest Presentation:** LT Robinson, Senior Vice Provost and Dean of Students
- LT provided a PP presentation to give updates on Student Affairs division changes
- LT has a new title that combines Dean of Students with Student Affairs executive leadership
- Division now consists of several offices
  - Office of the Dean
  - Student Activities
  - Student Conduct
  - Student Union
  - Campus Recreation
  - Student Health Services
  - Student Leadership Center
  - Counseling and Mental Health Services
  - Intercultural Programs Student Engagement
  - Student Assistance Services (Ombudsperson)
- Division is refocused in several areas
  - Holistic focus on student well-being
  - Increased focus on staff well-being
  - Providing more services and advocacy for students
  - Providing engagement and leadership opportunities for students
- Coordinating the UTSA Family Association
- Coordinating commencement exercises
- Coordinating Roadrunner Days in Fall and Spring semesters

- Questions from the Floor
  - Will there be an office at the DT Campus and events to engage DT students?
    - Plans in place to expand events and garner space for staff
  - Will the Student Affairs Conference continue?
    - Interest and commitment is there but need partners to plan and host
  - Are there graduate student internships within the division?
    - Plans in place to continue and expand with support and guidance
      - Rolling out new procedures and postings in April 2020 (approximately)
  - Will staff development opportunities expand into other VP areas?
    - Interest and commitment with support and partnerships

**Executive Officer Announcements:** John Shaffer, Staff Council Chair
- Faculty Senate is still working on appointing a Staff Council liaison
  - Sabina will serve as the Staff Council liaison to Faculty Senate
- Staff Council rebranding proposal is still pending VPBA approval
  - Answer expected in a couple of weeks
- Daniel Arriaga chosen to represent Staff Council on COLFA Dean search committee
- Website updates
  - Affinity group pages linked on SC webpage
  - Office of Inclusion and Excellence page linked on SC webpage
  - Scholarship page updated
  - Appreciation page updated with new procedures and timeline
    - President’s Office provided swag bags for awardees
  - Roster page updated with headshots
- November meeting agenda will be short and we will have a guest speaker for professional development with a well-being focus
- John attended the University Leadership Meeting
  - Advisory group led by the Provost and VPBA
  - Meet once per month
  - Provide recommendations to President on items brought for deliberation
  - Most recent item brought to group was proposed tuition increases
    - Proposed increase from 2% to 7.2%
    - Uses include continuous merit for staff moving forward
- September meeting minutes were not approved via e-mail
  - Reminder to approve via e-mail quickly so we get a quorum
  - Sarah Sanchez moved to approve minutes in meeting
  - Ed Riojas seconded
  - Minutes were approved as written

**UT System Employee Advisor Council Update:** Shannon Rios, UT EAC Representative
- Introduced EAC to group
• Will provide Session Summary from September meeting to John for distribution

**University Service Committee Announcements:** Individual representatives indicated below

• University Parking and Traffic – Dominick Morales
  o Proposed 2% increase on staff/faculty parking permit fees over the next two years
  o Proposed 1.25% increase on student parking permit fees over the next two years
  o Proposed increase for hourly parking to $2.50 per hour
    ▪ Approvals are in process and must be to UT System Administration by November 1st
  o Questions from the floor
    ▪ What are increased fees used for at institution?
      • Paying for garages
      • Parking lot upkeep
    ▪ How do we compare with other institutions?
      • Cheaper than most UT institutions
      • UT Austin garages are managed by City of Austin
    ▪ Has the department considered alternative revenue streams instead of increasing fees?
      • Dominick will take this question to committee for review and report back

• WPASA – Shannon Rios
  o Introduced Women’s Professional Advancement and Synergy Academy
  o Cohort V application cycle underway and applications due by November 27th
  o Encouraged all women who received invitation to apply
  o Also encouraged all women to attend mixers each semester
    ▪ Invitations will go out closer to events
  o All questions can be sent to Shannon, Sabina, Courtney, or Kristee (all WPASA alum)

• LGBTQA Faculty Staff Association – John Shaffer
  o Rainbow Rowdy rolled out recently
  o UTSA is first UT institution to use this type of image as a continuing effort

**Committee Updates:** Individual committee chairs

• QIC – Jerry Smith
  o Committee has not met and no updates
  o Two items currently on committee agenda
    ▪ Impending parking issues with new Student Success building on NPB side of campus
    ▪ Window washing on upper floors of buildings on campus

• Health and Wellness – Kristee Phelps
  o Flu shot clinics next week on Main campus
    ▪ Walk-ins welcome
  o Save the Date for Corporate Cup on May 30th
• Communication – Brian Packer
  o New communication process reviewed
    • Provided flow chart
      • Communications must go to Brian (cc Matt)
      • Upon approval, Brian sends to University Communications
      • Upon approval, Brian sets window for All Staff distribution
    o Committee is reviewing using alternate medias for communication

• Staff Appreciation and Scholarships – John Shaffer for Mary Alice Morizen
  o Communication pushed last week to solicit nominations for individual and group awards
  o Committee is establishing a timeline for selection process and presentation of awards
  o Now linked on HR employee recognition webpage

• Community Outreach and Events – Shannon Rios
  o Staff Window Wars just completed
    • First time SC handled communication, submissions, selection process
    • COB Dean’s Office won first place
    • Announcements at Best Fest and on social media accounts
  o MLK Day update
    • Save the date for January 20th
    • Cindy Orth attended first planning meeting and will provide minutes soon
  o Day of Service update
    • Save the date for April 3rd
    • Sponsored by Office of the President and Student Affairs division

• Elections – Cindy Orth
  o Last SC representative finalized
    • Jeff Miller from Athletics

Meeting adjourned at 9:58 am by Chair, John Shaffer, for Staff Council group pictures and individual headshots.

Addendum (Committee Update):
• Ad Hoc Finance Committee – Daniel Arriaga
  o New purchasing process finalized – all purchasing requests should be submitted through committee chairs. Ad Hoc Finance Committee will use Microsoft TEAM site/SharePoint to approve requests
  o Daniel will present new purchasing request form/process at the next Executive Committee Meeting