Staff Council
Meeting Minutes: November 21, 2013


Excused Absences (9): Ron Fosmire, Jenny Stokes, Monica Bowden, Michael Logan, Jennifer Uranga, Jenny Jung, Samantha Hernandez, Alegra Lozano, (Vacant position)


8:30 – Emergency Officer election – Secretary

Vicki W. has stepped down from her role of Secretary and the Staff Council. Justin B. called for Secretary nominations.

Nominated:

- Sarah N.
  - Declined
- Shannon R.
  - John Shafer nominated Shannon R. / Venetta Williams seconded the nomination.
  - Shannon R. accepted nomination. No other viable candidates were nominated. Shannon R. was voted in as Secretary unanimously.

9:00 – University Assembly updates – Sarah Joy Netterlund

- Sarah N. reported on Staff Council’s disbanded Smoking Committee and newly created Health and Wellness Committee. She also reported about the new Staff Appreciation Committee.
- Dr. Frederick stood in for President Romo. News included:
  - UTSA will not be acquiring the Valero Building
  - Funding for the Rec and Wellness pool remodel was approved.
  - More online courses are being added
- Dr. Misty Sailors shared the report from the General Faculty and UT System which reported inappropriate relationships of staff with students and that there are discussions about revising the policies.
- Dr. Rebekah Smith announced a new MA in Geography was approved.

9:15 – FAR Updates – Venetta Williams/Cindy Orth
FAR stands for Financial Area Representative and the FAR meetings are used to disseminate information to all Vice President areas.

- UT Share / People Soft – this new system is going live on March 1
  - Training for the new system begins in January
  - There will be a phased roll-in as part of the transition
    - Since there are many components beginning to use the system at once, UTSA could not implement all of the aspects of People Soft.
    - On March 1st, there will be a lot of the functionality of People Soft.
    - More of the processes will be added on slowly through the summer
  - Time and Leave will be one of the areas that will be phased-in later
    - In the interim, Everyone’s time and leave will be reported to a time keeper, who will enter the information manually.
      - HR will begin using a manual timesheet in December to test the process.
      - Once time and Leave is functional in People Soft, everyone will report their own leave and their supervisor will approve it.
  - Single Point of Contact – SPOC – can be reached by the UT Share website, by email or by phone. Cindy O. is one of the SPOCs.
  - How UTSA does business will change.

9:30 – Sub-Committee updates:

- Issues – Wanda Guntz
  1. Concern about a lactation room for staff.
     - Staff needs to communicate with FMLA Specialist to arrange a room.
     - Can space be allotted in other buildings than just the UC?
  2. Concern that HOP updates were not being completed and posted in a timely manner.
     - Heather Foster emailed and explained how the process of approving the HOP Policies involved stakeholders, which takes time. She also stressed that updating the HOP policies have been a priority and are continually being worked on.
  3. A suggestion was added to have a common UTSA staff t-shirt and pay for it with a payroll deduction of $5.
     - Staff Council could forward the email about the 30% discount that is being given to faculty and staff next week by the bookstore.
  4. Employee Educational Benefits – taxes will continue to be taken from employee’s paycheck each semester.
     - It was decided that this needs to be pursued further.
       - John Shaffer was going to research how many prospective graduate students would be affected by the taxes.
       - Alejandra Gonzalez is going to research the number of current employees are using EEB.

- Communications – Sarah Joy Netterlund
1. Communications committee is working on gaining access to the website and Facebook accounts. Once access is granted, the website and FB will be updated.

2. Communications will work closely with the UTSA communication office to send out routine articles promoting Staff Council.
   - These articles include information about the Staff Council, the Staff Council Scholarships, Staff Appreciation Awards, and Bowling for Scholarships to name a few.
     - Staff Council Members should work to send out these articles to their constituents.

   **Staff Appreciation – Alejandra Perez**
   1. Jennifer Snellgrove was awarded the Staff Council Appreciation Award in October.
   2. December’s Staff Appreciation winner is the Physics and Astronomy department (to be awarded in the first part of December).
      - Co-nominator piece of the process was confusing. Vicki W. moved to remove the co-nominator piece of the process. Shannon R. seconds. Motion to remove was approved.

   **Parking – Glynda Steele**
   1. The questions derived from last Staff Council meeting were asked and Parking responded.
      - It seems that the major issues were pricing versus occupancy for the garage parking.
      - Christopher G. suggested that some of the reserved parking be changed to A parking.
   2. Issue has been raised again about the two way stop at Bauerle
      - There is concern about pedestrian safety.
      - Response to this issue was the wear and tear of the bus’ breaking system.

   **Health & Wellness – Brandon Aniol**
   1. Smoking is still occurring on campus – not enforced. May take time to change the culture.
      - A workshop ($35) for faculty/staff has been created and will begin January 1st to assist in quitting smoking. If successful, $35 will be reimbursed.
      - Students are offered this program for $200.
   2. Brandon A. is working with Kristy Phelps to promote the Rowdy New You program, the UT System Physical Activity Challenge in April, and other health initiatives for staff. More to come...

   **Scholarships – Alejandra Gonzalez**
   1. Some staff is still not aware of the scholarship.
   2. Enrollment Services has identified 143 staff members using the EEB.
   3. Scholarship has been advertised by sending a flyer
      - We may want to send the flyer out through the Financial Aid email address as well as the Staff Council email address.
      - John S. can send out the flyer to graduate students.
4. Can the same person win each year? - Yes
5. Can a workshop be offered to encourage participation? Enrollment Services has already hosted workshops for scholarships in general with good turn-out.

- Fundraising – Cindy Orth
  1. March 4th is the day for the Strikes for Scholarships fundraising event.
  2. Each Staff Council member is challenged to solicit 1-2 donations.
  3. The committee may review how to further expand the event.

- Elections – Cindy Orth
  1. Members list was sent. 2 positions need to be filled and Cindy is working on reaching out to those next in line of those areas to fill the positions.

10:00 – December meeting decision

- Shannon motions not hold a general meeting in December. Brandon seconds. All approve.
  - The reservation for the Mesquite Room in the UC will remain in place in case the committees would like to use this time to get together.

10:15 – Spring meeting locations – Shannon will arrange these meeting locations.

- January – 1604
- February – ITC
- March – 1604
- April – Downtown
- May - 1604