The tenth regular meeting of the Staff Council for the 2014-2015 year was held at the UTSA main campus in the Business Building 3.04.08 and at the downtown campus Frio Street Building 2.532 via videoconference and was called to order at 8:38am with Shannon Rios, Chair, presiding.

Members Present: Christine Bodily, Laura Earleywine, Virginia Galloway, Liliana Gomez, Monica Glover, Lisa Johns, Kai Kamaka, Annie Maynes, Irene Mireles, Mitchell Moore, Joe Nelson, Sarah Netterlund, Cindy Orth, Shannon Rios, John Shaffer, Jerry Smith, Gidget Vasquez, Venetta Williams, Taniesa Williams, Alfredo Zavala

Members absent (excused): Amy Dalrymple, KC Gonzalez, Michael Logan, Amanda Marin, Cyndi McCowen, Anne Peters, Maranda Tupper, Eric Weber

Members absent (unexcused): Justin Bingham, Monica Bowden, Brittany Kyle, Alejandra Perez

Meeting Minutes: May meeting minutes were approved by a majority vote via e-mail

Staff Council Survey Results: Shannon Rios reporting
- 27 responses were received
- Helps in the transition discussions Shannon Rios and Anne Peters have been having as Anne gets ready to become the 15-16 Council Chair
- Results were as follow:
  - Q1. Length of meeting- 85% said 2 hours is just right
  - Q2. Continue committee time built into the meetings- 67% said to continue
  - Q3. Location of the meetings- overwhelmingly Main Campus
  - Q4. Interested in videoconferencing for DT Campus members- 55% said yes
  - Q5. Guest speaker suggestions- Parking & Transportation, Deans, David Diaz from Employee Relations, Employee Assistance Program (EAP) representatives, Vice Presidents of the university (particularly the VP of the Graduate School since she is new to UTSA)
  - Q6. Budget expenditure ranking- 96% want August retreat with food; coffee and snacks at meetings was not important; 65% want to continue giving lapel pins to new Staff Council members
  - Q7. Should there be one or two Staff Appreciation Events- 70% want to have 1 event at Main campus, but invest in shuttles to Downtown and ITC campuses
  - Q8. August Retreat/Transitional Meeting- 81% want to have the meeting off-campus

Committees:
- **Issues- Kai Kamaka**
  - No issues to report
- **Health & Wellness- (Needs new Chair)**
  - No report
Parking- Jerry Smith
- The Parking Permit purchase website has changed and seems to be confusing for some; Jerry plans to address this with Clay Haverland of Parking & Transportation

Communications- Sarah Netterlund
- The website continues to be updated by Alfredo Zavala
- Anne Peters is working with University Communications and Marketing on the new Staff Council logo because there is a push for re-branding across the university

Scholarship- Amanda Marin (absent)
- No report

Elections- Cindy Orth
- Nominations email sent out to staff on Wednesday, June, 24th
- Few hiccups with the transition to Qualtrics, but Alfredo Zavala got all the templates loaded
- Alfredo Zavala reported that at close of business on the 24th, there were 40+ nominations already
- There are 16 seats to fill
- VP Research and VP External Relations keep current representatives through 2016, so those areas will not have nominees
- July 15th begins confirmation of nominees; committee volunteers will be needed to assist with this process since there is a one week turnaround time for this step
- The process is currently on track with the timeline submitted at last month’s meeting

Fundraising- Cindy Orth
- May 2, 2016 has been confirmed with University Bowl for next year’s Strikes for Scholarships

Staff Appreciation- Cyndi McCowen (absent)
- Shannon Rios reported that Sal Hernandez’s nomination for Staff Appreciation Award was received and he would be the June winner of the award

New Business
- Employee Advisory Council (EAC) met June 11-12, 2015 at UT Dallas with Shannon Rios and Venetta Williams representing UTSA Staff Council
  - Discussion of campus carry and individual campus policies with some concern regarding how those policies will be developed, written, and implemented as well as how closely with those policies be monitored by the State
    - Campus carry law goes into effect September 1, 2016
  - Next EAC meeting to take place in October
  - Recommendations were made by sub-committees
    - Wellness and Fitness recommended that all UT institutions allow employees to work out for 30 minutes, 3 times a week on the clock
    - One System, One Voice Subcommittee recommended that Staff Council communicate with other governing bodies on campuses such as Faculty Senate and student advisory councils as well as communicate between campus councils
Other business included discussion about Council member conduct, new member orientation, consideration of a Staff Council Code of Conduct, and the need to discuss Founder’s Day plans for November

- Training and Development subcommittee to poll UT campuses for best practices in T&D
- Issues subcommittee focused on Workplace Bullying this year and as a result, the recommendation to the Board of Regents is to push campus Presidents to develop a policy against Workplace Bullying if not already in place
- Recommendations to be presented to Board of Regents in November
- Annie Maynes asked how do issues get to EAC for discussion, particularly partner benefits; Shannon Rios reported an email can be sent to our Issues committee for open discussion and referred to the EAC

- New logo
  - Cindy Orth thought the Staff Council should have voted on the new logo
  - Shannon Rios reported that the university is moving to a consistent format of branding and everyone will soon most likely be required to conform to the new format
  - Most Council members had not seen the new format so some confusion was expressed; Cindy Orth shared the new format with members which she received as Elections Chair
  - Cindy Orth asked if this was a recommendation or a requirement and if it was possible that Staff Council continue to use the oak leaf logo; if that is not a possibility, then would like to choose one design as the main design
  - Alfredo Zavala suggested that Staff Council ask if we can continue to use the oak leaf logo
  - Jerry Smith asked if the new logo was a mandate or a recommendation; Shannon Rios said it is not mandated at this time; Jerry said he would like to keep the oak leaf logo then
  - Lisa Johns stated that we should, at least, ask if we can continue with the oak leaf logo
  - Shannon Rios said that as Staff Council we should be official and approved
  - Further discussion revealed that many members would have liked to discuss this issue prior to a new logo being presented without consultation from the Council
  - Discussion resulted in Cindy Orth making a motion to submit the oak leaf for possible incorporation into the new logo so we are compliant with new branding, seconded by Venetta Williams, voted, and unanimously passed
  - John Shaffer recommended the request to incorporate the oak leaf be sent to Christi Fish, Executive Director of Communications with University Communications and Marketing

- August Transition Meeting
  - Shannon Rios reviewed the typical agenda for the August Transition Meeting and opened floor to location and date recommendations
  - Jerry Smith moved the August meeting take place on August 14th, Laura Earleywine seconded the motion, Council voted, and passed unanimously
  - Location recommendations were as follows-
    - Gidget Vasquez suggested The Guenther House
- Shannon Rios reported that Magnolia Pancake House had been suggested before, but they did not include pancakes on their limited menu; suggested the Egg & I since that was nice last year
- Virginia Galloway asked what people thought about La Madeleine, but there isn’t a private room for the meeting
- Annie Maynes suggested Maggiano’s which would mean a lunch meeting instead of breakfast
- Jerry Smith suggested Whiskey Cake for breakfast
- Irene Mireles suggested La Margarita or Pico De Gallo for lunch
- An email will be sent out to members to vote on location and time

Announcements
- Thanks to Annie Maynes for finding out how to reserve videoconferencing room for our meeting and getting the forms to Secretary; thanks to Lisa Johns for making the arrangements for the rooms
- Johns Shaffer reported that the UTSA Virtual Tour has been updated to include the NPB, Rowdy, and some other spots on campus; the Downtown Campus piece of the virtual tour is set to go live on September 1, 2015; use Chrome or Mozilla to view, not Internet Explorer; ITC will most likely do their own virtual tour
- Laura Earleywine reported that a new PeopleSoft tool is coming to help with reconciliation of accounts and there will be HR training classes, too

Closing
- The meeting was adjourned at 10:17am
- The next scheduled Staff Council meeting will take place on August 14th for the Transition Meeting; location and time TBA
- June meeting minutes taken and submitted by Lisa Johns, Secretary