

The University of Texas at San Antonio
UTSA Staff Council

Meeting Minutes

February 28, 2019

The sixth regular meeting of the UTSA Staff Council for fiscal year 2018-2019 was held at the Main Campus in the BSE Multipurpose Room, BSE 2.102. The meeting was called to order at 8:00am, with John Shaffer (Vice Chair) presiding.

Members Present: Brandy Barksdale, James Borrego, Jaime Fernandez, Vincent Genco, Sabina Kapoor, Matt Keneson, Linda Lankford, Paul Lozano, Mary Alice Morizen, Carin Norton, Cindy Orth, Amanda Perez, Jeffrey Ragsdale, John Shaffer, Jerry Smith, Sarah Soulek, Suzanne Stokes, Eric Weber

Members Absent (Excused): Courtney Balderas-Jacob, Morgan Beard, Monica Bowden, Erbey Garza, Mark Ottinger, Elisa Perkins, Kristee Phelps, Kendra Pittman, Venetta Williams

Members Absent (Unexcused): Joe Alderete, Ben Campos, Veronica Cavazos, Andrea Chavez, Wanda Guntz, Shashi Pinheiro, Jason Vasquez, Maria Zayas

Vice Chair Announcements:

- ❖ John announced that UTSA's Day of Service is this Saturday and sign up opportunities are still available for individuals.
- ❖ The Caesar Chavez March is scheduled for March 30th. More information about Staff Council's involvement will be announced soon.
- ❖ Staff Council t-shirts are here! Please pick up yours after the meeting if you haven't already.

Committee Updates:

- ❖ Questions, Issues and Concerns
 - No update
- ❖ Health and Wellness
 - No update
- ❖ Communications
 - The committee is working on a save-the-date for both upcoming staff events (Strikes for Scholarships and The Great Staff Appreciation Event). The save-the-date will be sent out next week.
- ❖ Major Events and Fundraising
 - The committee is working to communicate both events through reminders and a save-the-date (collaborating with the communications committee). Strikes for Scholarships has been confirmed for May 6th (6-8pm) and donations for the silent auction are still needed. Family and friends are welcome to attend the event. The cost is \$20 per person and groups can have up to 8 people per bowling lane. Donation vendor forms and a previous list of donations was handed out the members of staff council. If interested in donating to the event, staff should let a member of the committee know which vendor they will be working with to avoid duplication of items and to better track donations for the event.

- The Great Staff Appreciation event is currently scheduled for May 15th from 9-11am. However, the committee is looking into other date options due to another event scheduled immediately following (at 11am). The committee is also working on catering, scheduling a DJ, and providing a shuttle for staff at the downtown campus to attend.
- ❖ Service and Social
 - The committee hosted a lunch trivia event and is looking at scheduling future events, especially to encourage new staff members to attend. A social event at the Block is being planned for April with more details to come.
- ❖ Staff Appreciation and Scholarships
 - The Staff Council website will be updated soon. Nominations for staff appreciation awards are currently due the first Thursday of each month and awards are presented on the last Thursday of the month. One winner from the pool of staff appreciation awardees will be entered into a drawing to win a free upgraded parking pass (to a garage of their choice) for the summer term.
- ❖ Elections
 - The committee is working on the election template and will provide a timeline for the elections in March or April.

VPBA Survey Question Discussion:

- ❖ John provided a list of questions that were previously generated from last year's staff council members to be presented to the new VPBA for inclusion in the employee engagement survey. He asked if there were any adjustments needed, or if the current questions were still relevant. There was discussion about the existing questions and some adjustments were proposed. Additional/expanded topics included requesting more evaluative feedback from supervisors throughout the year, potentially incorporating 360 evaluations, evaluating whether the evaluation process is equitable with salary adjustments, shortening/modifying the evaluation form, and surveying the adaptability/identity of staff given the recent changes and new pace at the university. The Staff Council also discussed the desire for more meeting time with the university President.

Committee Meetings:

- ❖ Members of the council were given an opportunity to meet with their respective committees.

Other Updates:

- ❖ Next meeting: Thursday, March 28 from 8:30-10:30am (BSE 2.102)

Closing

- ❖ Meeting adjourned at 9:30AM.