

The University of Texas at San Antonio
UTSA Staff Council

Meeting Minutes

October 24, 2019

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
 - Proposed 2% increase on staff/faculty parking permit fees over the next two years
 - Proposed 1.25% increase on student parking permit fees over the next two years
 - Proposed increase for hourly parking to \$2.50 per hour
 - Approvals are in process and must be to UT System Administration by November 1st
 - 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
 - Introduced Women’s Professional Advancement and Synergy Academy
 - Cohort V application cycle underway and applications due by November 27th
 - Encouraged all women who received invitation to apply
 - Also encouraged all women to attend mixers each semester
 - Invitations will go out closer to events
 - All questions can be sent to Shannon, Sabina, Courtney, or Kristee (all WPASA alum)
- LGBTQA Faculty Staff Association – John Shaffer
 - Rainbow Rowdy rolled out recently
 - UTSA is first UT institution to use this type of image as a continuing effort

Committee Updates: Individual committee chairs

- QIC – Jerry Smith
 - Committee has not met and no updates
 - 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
 - Flu shot clinics next week on Main campus
 - Walk-ins welcome
 - Save the Date for Corporate Cup on May 30th

- Communication – Brian Packer
 - 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
 - Committee is reviewing using alternate medias for communication
- Staff Appreciation and Scholarships – John Shaffer for Mary Alice Morizen
 - Communication pushed last week to solicit nominations for individual and group awards
 - Committee is establishing a timeline for selection process and presentation of awards
 - Now linked on HR employee recognition webpage
- Community Outreach and Events – Shannon Rios
 - 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
 - MLK Day update
 - Save the date for January 20th
 - Cindy Orth attended first planning meeting and will provide minutes soon
 - Day of Service update
 - Save the date for April 3rd
 - Sponsored by Office of the President and Student Affairs division
- Elections – Cindy Orth
 - 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
 - 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
 - Daniel will present new purchasing request form/process at the next Executive Committee Meeting