

## Meeting Minutes

January 23, 2020

The fifth regular meeting of the UTSA Staff Council for fiscal year 2019-2020 was held at the Main Campus, MB 3.106. The meeting was called to order at 8:30 am, with John Shaffer, Chair, presiding.

**Members Present:** Daniel Arriaga, Courtney Baldera, Brandy Barksdale, Anna Boyer-Chadwick, Elizabeth Corrales, Sabina Kapoor, Matt Keneson, Hillary Klingman, Leticia Longoria-Fisher, Paul LozanoCindy Orth, Judith Quiroz, Shannon Rios, Sarah Sanchez, John Shaffer, Jerry Smith, Suzanne Stokes, Jason Trevino, Brian Packer, Vincent Genco, Eric Weber, Amy Fritz, Joe Alderete

**Members Absent (Excused):** Jamie Fernandez, Venetta Williams, Kristee Phelps, Jeffrey Miller, Elba Ramos, Wanda Guntz, Mary Alice Morizen

**Members Absent (Unexcused):** Morgan Beard, Reuben Aleman, Edward Riojas, Dominick Morales

### Presentation:

#### ❖ Hilary Klingman: Campus Services

- Bookstore:
  - Follet is a vendor that supplies spirit gear, books, and school supplies. Contract will expire in 2021.
  - The bookstore at the Downtown Campus provides textbooks for courses that are only offered at this campus.
- The Campus Shuttle called "The Runner"
  - Provides 2 million rides a year
  - Is funded by student fees (\$20 per semester)
    - This amount has not changed since initial year.
    - Has a referendum vote this year. SGA must present to the student body for approval or denial.
    - If not approved, then the amount of service will decrease.
    - Cannot outsource, because the cost would be more compared to what is now.
- VIA Bus Pass
  - Students, staff, and faculty are eligible to ride for free, with valid UTSA ID.
- Alternative Transportation
  - No formal or informal for scooter companies, but it will be looked into.
- Parking Permits
  - There are 30 types.
    - 4 different types for employees

- 4 different types for employee garage
  - 5 different types for surface
  - 7 different types for student garage
  - Rest are “others”
- “U Design” campaign
  - Students submit designs for permits.
  - Prizes for winners (i.e. free garage parking)
- Parking & Campus Master Plan
  - The university master plan does not show surface parking lots close to the buildings.
  - Campus Parking is working to foresee challenges, create solutions, and report to the master plan committee.
- Housing Facilities - Custodial and maintenance of the dorms
  - Chisholm Hall will no longer be privately owned and will transition to UTSA ownership.
- UTSA Dining
  - The contract with Aramark will expire. UTSA now looking at different vendors.
  - Contract with Pepsi expires end of Aug. 2020. (May have a two month extension.) UTSA is looking for a different vendor.
- Roadrunner Café
  - Employee Dining Plan
    - 30% discount
    - Minimum buy-in is \$50
    - Can purchase through ASAP
- Contract with Credit Human will expire.

**Old Business:**

- ❖ Staff Council has now changed to Staff Senate.
- ❖ Minutes for December 2020 approved
- ❖ Staff Emergency Fund
  - Goal is to have the fund ready and available to accept request, starting with Fall 2020.
  - The Staff Senate chair, vice chair, and co-chairs of the Staff Appreciation and Scholarships met with *Alumni Engagement and Analytics*, as this office will house the funding source.
- ❖ Roadrunner Pantry
  - Community Outreach and Events Committee will incorporate a donation effort into the “Strikes for Scholarship” bowling event in May 2020.
- ❖ University Excellence Award
  - Details on how to review nominee packets are in progress.

**University Service:**

- ❖ *Inclusive Excellence Advisory Board* (Courtney Balderas-Jacob):
  - Campus inclusive survey was conducted by a third party.

- Leadership symposium scheduled for February 2020. (*Update: The symposium has been postponed until early Fall 2020.*)
- ❖ *University Leadership Council* (John Shaffer):
  - The interim workflow for timesheet process will change in 2021.
    - Will no longer have timekeepers.
    - For A&P positions, timesheets will be completed once a month.
    - Testing is being done in February 2020 and in March 2020 will launch a pilot.
    - Roll-out will occur throughout 2021.
  - Staff Senate will work with Student Affairs
    - Student Affairs to conduct professional development training.
    - Will be conducted in February 2020
    - Participants will receive HR credit.
- ❖ *Employee Advisory Council*
  - Shannon Rios and Elisa Perkins will be attending to represent UTSA.
- ❖ *COLFA Dean Hiring Committee* (Daniel Arriaga)
  - Details about the position can be found at <https://provost.utsa.edu/searches/colfa-dean/>.
  - There is a series of public forums for candidates. Dates and times can be found at <https://www.utsa.edu/today/2020/01/story/colfa-forums.html>.
- ❖ *University Parking & Traffic* (Dominick Morales): no update
- ❖ *Faculty Senate* (Sabina Kapoor): no update

**Chair Announcements:**

- ❖ *Questions/Issues/Concerns (QIC)* (Chair is Jerry Smith):
  - QIC, with partnership from Staff Senate vice chair, plan to create a set of questions for Staff Senate representatives to distribute among constituents.
- ❖ *Health & Wellness* (Chair is Kristee Phelps):
  - Working on an initiative for employees to have a health clinic.
- ❖ *Communications* (Chair is Brian Packer):
  - Request to advertise the Staff Senate scholarship application deadline (Feb. 15, 2020).
  - Staff Senate voted on allowing representatives to apply for the scholarship, because members are not part of the application review/selection process.
    - All voted “yes”.
    - None abstained or voting “no”.
- ❖ *Staff Appreciation & Scholarships* (Chair is Sarah Sanchez & Amy Fritz):
  - Staff Appreciate winners are the following.
 

|                    |                   |               |
|--------------------|-------------------|---------------|
| ▪ Naomy Ybarra     | Music Department  | November 2019 |
| ▪ Heather Shattuck | Academic Advising | December 2020 |

- Jolyn Demarest      Human Resources      January 2020
- Committee is currently reviewing February 2020 nominations
  
- ❖ *Community Outreach & Events Committee* (Chair is Shannon Rios & Courtney Balderas-Jacob):
  - Planning to have a trivia lunch in February 2020.
  
- ❖ *Elections* (Chair is Cindy Orth):
  - Jeffrey Miller is now member of VPBA, so now Athletics will provide a new representative.
  
- ❖ *Ad-Hoc Finance Committee* (Chair is Daniel Arriaga): no updates

**New Business:**

- ❖ No new business to report.

**Closing**

- ❖ Meeting adjourned at 10:00AM.