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 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:
    o Follet is a vendor that supplies spirit gear, books, and school supplies. Contract will expire in 2021.
    o The bookstore at the Downtown Campus provides textbooks for courses that are only offered at this campus.
  ➢ The Campus Shuttle called “The Runner”
    o Provides 2 million rides a year
    o 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
    o Students, staff, and faculty are eligible to ride for free, with valid UTSA ID.
  ➢ Alternative Transportation
    o No formal or informal for scooter companies, but it will be looked into.
  ➢ Parking Permits
    o 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
Committee is currently reviewing February 2020 nominations

❖ Community Outreach & Events Committee (Chair is Shannon Rios & Courtney Balderas-Jacob):
  o Planning to have a trivia lunch in February 2020.

❖ Elections (Chair is Cindy Orth):
  o 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.