



## THE UNIVERSITY OF TEXAS AT SAN ANTONIO

### SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF JUNE 23, 2005

The tenth regular meeting of the Staff Council for the academic year 2004-2005 was held in the University Room (BB 2.06.04) at 8:30 a.m. with Venetta Williams presiding.

I. Call to order and taking of attendance.

Members present: Kim Brandt, Lachelle Dixon, Maria Espericueta, Suzy Gray, Carolyn Motley, Carmen Ortegón, Cindy Orth, Ann Roberts, Trish Roberts, Anne Speights, Mary Lou Spillers, Rosalinda Stead, Velma Tristan, Steve Wagner, Venetta Williams.

Members absent: Rebecca Alvarez, Lisa Blancas-Olivares, Chris Chipps, Patricia Dunn, Fred Hample, Elnora Kennedy, Dee Russell-Terrell, Sonia Saenz, Don Swinson, Roger Terry.

II. Minutes of the May 26, 2005, meeting were reviewed, revised, and approved.

III. Report of the Executive Board Activities

No report.

IV. Committee Reports

A. Communication Committee: No report.

B. Employee Benefits/Compensation Committee: The committee met this week and discussed several ideas:

1. Discussed different types of fundraising ideas/events for a Staff Council scholarship: 3K/5K walk, selling balloons and/or flowers for Valentine's Day, a Day at the Races at Retama.
2. Discussed a staff picnic to raise awareness of the Staff Council.
3. Members had trouble accessing Staff Council website earlier in the week.
4. New employee did not receive any information on Staff Council during HR new employee orientation. Suzy Gray noted that HR does have a flyer on Staff Council. The committee will check with HR on why the flyer is not being distributed to new staff.
5. Discussed maintaining a list of vendors that give discounts to UTSA employees. Discussed various ways of compiling information and distribution information to employees. The committee will check with University Communications to see what avenues are available. Staff Council members

are encouraged to contact Trish Roberts if they know of any vendors who offer discounts to UTSA employees.

C. Elections Committee:

1. The nomination process is underway with the ballots having been sent out. The ballots were printed in bright colors to bring attention to the ballots. Nomination ballots are due back July 5.
2. Several clarifications were made regarding Staff Council nominations and elections:
  - a. Nominations can only be within the same VP area. There are six VP areas and A&P.
  - b. Database is as current as possible as of June 9. It is a manual process and would be too much work to continuously update it with new employees.
  - c. Staff Council is open to anyone who is benefits eligible. A&P employees are eligible based on title (excluded are Executive Directors, Assistant/Associate Vice Presidents, Vice Presidents, and the President).
  - d. Anyone on a faculty appointment is not eligible for Staff Council.
3. Suzy Gray noted that the Executive Directors in Student Affairs are still the same as Directors and not on the same level as Assistant/Associate Vice Presidents and should be allowed to represent A&P staff on the Staff Council. This would require a change to the by-laws. The Staff Council can vote to amend membership eligibility if there is a quorum at the next meeting. It was noted that Executive Directors are higher supervisors and may inhibit staff from making recommendations and/or suggestions if their supervisor is on the Council.
4. Proposed changes:
  - a. Increasing number of Staff Council representatives to 35 – effective September 1.
  - b. Other changes voted on last month will be effective September 1.
  - c. If Council votes to change A&P eligibility, this can be effective September 1. However it will take effect with the next election process in Spring 2006 for the following term.
5. Election ballots should be out by July 11 with a two-week turnaround time. The committee will meet the last week in July and notify new members by July 31.
6. Cindy Orth verified the membership roster and term end dates. Rosalinda Stead has moved from the President's Office to the VPAA area. Trish Roberts' term ends 2006.
7. Recommendations mentioned included thinking of ways to get the Staff Council elections back in balance (all but seven members are being replaced this year), encouraging more men to be nominated, making sure members also participate in committees next year, appointing an ex officio member to help with the transition since there will be so many new people, and asking current

“absentee” members who have 2006 appointment if they are still willing to continue serving on the Council.

D. By-Law Committee: By-law changes will be sent to Staff Council members for review before being sent to President Romo for approval.

V. Old Business

A. Maria Espericueta requested an update on the holidays requested last year. Some employees wanted Veterans Day as a university holiday. Cindy explained that the academic calendar was already set for this year so the holidays would not have changed for this year. She will check with Human Resources to see if Mr. Barloco passed on the holiday request to them.

B. Trish Roberts asked about the status of the roadrunner statue that was supposed to have gone up in front of the Main Building. This was brought up several years ago and no one has heard what the status is.

VI. New Business

A. The August meeting will be a joint meeting with the outgoing and incoming members. We need to decide on a date and time today; we are looking at August 9, 10, or 11. Suzy Gray has offered to host the meeting at the Rec Center; Cindy will follow up on that. The Council decided to have a morning meeting followed by lunch at 1604. The Council also decided to invite all the Vice Presidents.

B. Suzy Gray recommended that next year the committees have an ex officio representative on each committee to serve as liaison. If they cannot be at a committee meeting, they should be on call for quick questions. For example, Human Resources could have a representative on the Employee Benefits/Compensation Committee.

C. Cindy Orth announced that she had procured a budget for the Staff Council for next year. This is for M&O only to cover food and beverages, room set-up charges, and operating expenses. Suzy Gray noted that the Council can have their monthly meetings at the Rec Center where there is no charge for room set up.

VII. Next meeting: July 28, 2005, BB 2.06.04 (University Room), at 8:30 a.m.

VIII. Meeting adjourned.