



## THE UNIVERSITY OF TEXAS AT SAN ANTONIO

### SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF April 24, 2008

The eighth regular meeting of the Staff Council for the 2007-2008 academic year was held at the Student Recreation Center, Texas Room, at the 1604 Campus at 8:30 a.m., with Sarah Gonzales, Chair, presiding.

#### **Call to Order**

Members present: Allegra Castro, Carolyn Cochran, Sally Crouser, Patti Dunn, Sarah Gonzales, Carol Gonzalez, Pat Hedelius, Brent League, Sherry Lindsey, Alegra Lozano, Cindy Orth, Derrick Ozuna, Sharron Pacheco, Elba Ramos, Maria Roberts, Shirley Rowe, Dee Russell-Terrell, Susan Sandoval, Anne Speights, Jennifer Storm, Lisa Talcott, Melissa Tenberg, Cissy Thorpe, Todd Wollenzier.

Members absent: Paula Castillo (excused), Brad Chandler (excused), Carlita Contreras, Roy Garza (excused), Cece Ortegon (excused), Frank Segura, Brenda Tamayo, Donna Ware (excused), Andrea Watts (excused).

#### **Introductory Remarks by the Chair**

Overview of meeting agenda items. Scheduled guest speaker was not able to attend the meeting, and will be rescheduled for a future date.

February meeting notes reviewed, and accepted with changes.

Chair recognized and thanked Staff Council volunteers who assisted with the university award ceremony.

#### **New Business**

Chair of Issues Committee, Carol Gonzalez, presented updates on the parking issues regarding spaces outside the HSS building that were previously designated as handicap spaces.

- The spaces are designated for UTSA vehicles.
- The disabled signs were been removed.
- A trailer is now parked across the spaces where no one can utilize the parking spaces.
- Individuals would like to see those spaces returned & utilized for Health Services.
- Carol will follow up regarding a similar student issue.

UTSA is hosting early voting on the ground floor of the Main Building.

- Early voting will run starting April 28<sup>th</sup> and end May 6<sup>th</sup>.
- UTSA will need a minimum of 2000 votes in order to be considered for an early voting site in the future.
- Community voters are welcome. Large area companies such Valero, New Star, and the hotels on I-10 are bussing individuals in to UTSA to vote.
- A flyer was sent out with a sample ballot.

- Employees can take time off for voting. More information can be found in the HOP and on the HR website.
- Dr. Romo will send out an email about early voting.
- Information will be included in UTSA Today.

## **Old Business**

### Committee Reports:

#### *Issues Committee:*

- The committee will follow up with Legal Affairs concerning classes being taken during the lunch hour.
- Update about the DVD check-out time: the library has a chart on the web. The committee will research the issue further and get back with Staff Council.
- A question was posed if there was a Hispanic faculty/staff organization at UTSA. Currently there is not a faculty/staff Hispanic organization, only a student one. If interested parties are looking to start a new organization, they can research the issue in HOP 4.23 (<http://www.utsa.edu/hop/chapter4/4-23.cfm>).
- The committee received information through David Diaz in HR of a new tuition reimbursement program offered through the UT System. HR is reviewing the policy to determine how and if the policy can be implemented at UTSA. The committee will follow up with HR for future updates.
- Educational Benefit Program: the committee is following up with HR to determine the number of employees who work outside the San Antonio area. The committee will use the information to formulate a proposal to submit to Business Affairs to determine if there are any other alternatives for employees living outside San Antonio to take part of our Educational Benefit Program.
- Parking at Health Services has changed & been designated for health issues and disabilities.

*Elections Committee:* Committee members have met with Steve Wilkerson regarding the use of Survey Monkey, and the process is on track. A report will be run in May/June to check benefits eligible employees. Once the call for nominations has been sent out, the Staff Council elections will be held.

*By-Laws Committee:* Chair Steve Hemphill accepted a new position at another institution. The committee will meet to decide how to select a new Chair. Steve passed the committee information to Cindy Orth to report on committee updates.

- The formatted by-laws document needs updating.
- The committee has not held a formal meeting yet.
- Committee members will work on the by-laws document before the next meeting, and will send a draft prior to the meeting with the changes highlighted. Committee members ask that Staff Council review the current by-laws before the next meeting and bring in suggested updates and/or changes.
- By-laws changes will be proposed in June and voted on in July.

#### *Fundraising Committee:*

- The fall 2008-2009 Staff Council scholarship winners were announced: Rosa Cabello (graduate) and Irene Mireles (undergraduate). Committee Chair, Melissa Tenberg will research how many individuals applied for the scholarship and when the winners were notified.

- It is now official, Staff Council is an official registered organization at UTSA.
- The committee received confirmation from the VPBA Business Manager's office that it is okay for Staff Council to sell the Entertainment books. There are specific rules about handling money, therefore only a limited number of individuals will actually handle the books. For those that are designated as being responsible for handling the books, the books will be checked-out to them for inventory control. The books are priced at \$20 per book, and will be good for one year (11/1 – 10/31).
- Questions were posed, in which the committee members will research and get back with Staff Council.
  - Whether or not the books can be purchased online.
  - How to market selling the books (word of mouth, flyers, newsletters, etc). There are limitations on how many books are given in advance.
  - Regarding selling times, and if the unsold books can be returned for a refund.
  - A suggestion was made to see if Staff Council could have a table on campus to sell the books. Also to purchase one of the books as a visual example and incentive.
- A motion was made to sell the books, seconded, and motion was carried.
- Now that Staff Council is a registered organization, the committee will research the possibility of the Council getting involved in UTSA's Octoberfest.
- Volunteers still needed for water sales at commencement. Employees can get credit for service hours.

*Communications Committee:* Committee is working on website updates.

*Treasurer:* Working on the report.

Other items:

- ITC announcements: the new HemisFair exhibit is open. The Folklife festival is June 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>.
- From the Student Affairs Director's meeting: the VP for Advancement presented on looking for feedback on how to develop pride on campus. Council member Carol Gonzalez made mention of Staff Council and the Staff Council scholarship at the meeting.

### **Next Meeting**

May 22, 2008, 8:30am-10:30am, in the Buena Vista Assembly Room, at the Downtown Campus.

### **Meeting Adjourned**

*Minutes prepared by Alegra Lozano, Secretary/Historian.*