THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE STAFF COUNCIL
MEETING OF
October 22, 2009

The second regular meeting of the Staff Council for the 2009-2010 academic year was held at the Recreation Center, Texas Room at the Main Campus at 8:30 a.m. with Rob Garza, Chair, presiding.

Members present: Mark Mungia, Anne Macintosh Speights, Clay Haverland, Gregory Frieden, Cié Gee, Ruth Coats, Bradley Jones, Shelley Underbrink, Alegra Lozano, Amy Ramirez, Venetta Williams, Rene Lopez, Patricia Morehead, Israel Falcon, Art Almeida, Robert J. Garza, Suzette Vallejo, Eric Cooper, Belinda Donvalina

Members absent: Ruby Rodriguez (excused), Shannon Rios (excused), Cheryl Nunn (excused), Julie Brunts (excused), Cindy Orth, Shirley Rowe (excused), Grace Fouts, Paul Ayala, Mike Witzel, Burt Reynolds (excused), Elba Ramos, Rebecca Pendell-Garza (excused)

Chair called meeting to order

Review and approval of minutes from September 2009 meeting:
• Minutes will be approved via email

Values in action:
Discussion of how each staff council member’s department fulfills the UTSA Core Values (integrity, excellence, inclusiveness, respect, collaboration, innovation). Examples of how individual departments fulfill those values were given.
• SECC fundraiser at Downtown Campus
• Painting donated to UTSA by AT&T
• ALLY training
• Orientation workshop for new employees in VP-Student Affairs
• Anniversary of Institute of Economic Development

Guest Presenter: Donovan Agans, Director of Business Continuity and Emergency Management, University Police
Donovan Agans presented a talk entitled “The Flu and You” which discussed preventative actions, UTSA response measures, and the vaccination procedures for H1N1 virus. Donovan’s office is willing to present a similar talk to any group of 10 or more. Donovan directed employees to the H1N1 fact sheets written by his office which are available on the UTSA Home Page by clicking the CDC button link. He also directed employees to the following websites: www.flu.gov, texasflu.org, and www.cdc.gov. Donovan recommended supervisors contact Thomas Murph (Occupational Health) or HR regarding employee absences due to illness.

New Business:
Vacancies on Staff Council:
The Staff Council has three vacancies for representatives: Business Affairs (2) and University Advancement (1). The Communications Committee needs a new Chair because the latest representative from Business Affairs to leave the Staff Council also served as the Chair of that committee.

Staff Council Blast Newsletter:
The Staff Council Communications Committee presented the draft of the first issue of the Staff Council Newsletter entitled the “Staff Council Blast.” The newsletter will be distributed via email, Staff Council website, and paper (employees with limited access to email). The Chair suggested the Communications Committee publicize the newsletter through “UTSA Today”. A Staff Council member suggested an email account specific to Staff Council (i.e. staffcouncil@utsa.edu) be established to communicate with our constituents. The newsletter will be distributed to the Administrative Service Officer in each area by a representative of the Staff Council: Business Affairs (Clay Haverland), Student Affairs (Gregory Frieden), Academic Affairs (Shelley Underbrink), President (Art Almeida), Community Service (Robert Garza), Research (Suzette Vallejo), and Advancement (Mark Mungia).

**Downtown Campus Fundraiser:**
Next summer the Staff Council will begin planning the fall fundraising activity in anticipation for hosting the event in October. A Council member suggested a pumpkin carving contest for the fall fundraiser. The Chair suggested Staff Council should be more involved in the SECC.

**Staff Council Blog:**
The Staff Council Blog is only visible to Staff Council Members. A Staff Council member explained how to log into the Blog. The Chair suggested a separate Blog or Twitter account should be established that would be open to all employees classified as staff.

**Other New Business:**
A Staff Council member expressed concerns with the decreased number of Faculty/Staff B parking places. A Staff Council member mentioned that a Chili’s restaurant will be opening on campus in a space previously occupied by the Tomas Rivera Center. A Staff Council member asked the proper procedure for approaching businesses for staff discounts.

**Meeting adjourned**

Minutes submitted by Shelley Underbrink, *Staff Council Secretary/Historian*