The seventh regular meeting of the Staff Council for the 2011-2012 academic year was held at the UTSA Main Campus in the University Center Bexar Room (UC 1.102), and was called to order at 8:34 a.m. with Chair Christopher Goldsberry presiding.

Members present:

Members absent (excused):
Gregory Frieden, Belinda Dovalina, Blanch Torres, Victoria Cruz, Roberto Rosas, Annie Maynes, Jerry Smith, Carey Eagan, Cynthia Davis

Members absent (unexcused):
Alfonzo Villarreal, Gloria Harris, Henrietta Vasquez

Minutes from previous meeting:
Minutes from the previous meeting were approved via e-mail by majority vote.

Guest Speakers:
Frost Bank
Tatiana Salinas spoke with the group about their April Lunch and Learn scheduled for April 25th from 12:00pm to 1:00pm. The subject of the lunch and learn will be Wills and Testaments and will be given by a senior Vice President of Frost Bank who is a lawyer as well. The importance of accurate and up to date wills and testaments will be discussed with faculty and staff who attend. An e-mail will go out before the event and an RSVP will be requested for attendance. Tatiana will send the information to Christopher who will then forward to the entire Staff Council. Tatiana also introduced the on campus branch “switch ambassadors” who are representatives who handle switching accounts for new faculty and staff account holders at Frost. They handle all aspects of switching direct deposits, automatic withdrawals, etc. The group also talked about their mobile bank unit that travels to public events like basketball games, football games, etc. Offices on campus can request the mobile unit for their events by contacting the branch via e-mail. There were some comments made from the council about the high level of customer service from Frost Bank employees.

HUB Program Manager
Irene Maldonado, HUB Program Manager, spoke with the group about the importance of using HUB vendors at UTSA. HUB stands for Historically Underutilized Businesses and the Board of Regents has mandated the use of HUBs when appropriate. We were encouraged to use HUB vendors as much as possible and to at least give them a chance to bid on projects or events out of our offices. Any issues regarding HUB vendors (or non-HUB vendors) should be directed to Irene. She handed out the most recent HUB vendor list and an invitation to the 2012 vendor fair with is happening on April 10th and 11th at both the DT and main campuses.

Old Business:
Staff Council Appreciation Award
- March award will go to the Graduate School and was approved in February by majority vote
- April award will go to Suzanne Stokes and was approved in February by majority vote
- The DT Undergraduate Advising Center was nominated for the May award by Venetta Williams who gave a short speech about the value of the center to the university and to the students at the DT campus. A motion from the floor was seconded and a unanimous vote was carried to accept the nomination.
- Robyn Rigney from Disbursements and Travel was nominated for the June award by Anne Jackson who gave a short speech about Robyn’s friendly attitude and willingness to help anyone who comes into the office. A motion from the floor was seconded and a unanimous vote was carried to accept the nomination.
- Johanna Hunziker from University Publications was nominated by Bev Ostmo who gave a short speech on Johanna’s hard work to make sure the catalogs are published in a timely and efficient manner. A motion from the floor was seconded and a unanimous vote was carried to accept the nomination.
Orientation Fundraiser

- Eric Cooper brought pricing on tassels, key chains, and lanyards with 4 year graduation date on it (2016 for this fall)
  - $2.95 for 300+ tassels
  - $4.00 per dozen for key chains
  - $1.20 for 300+ lanyards
- Joleen was unable to provide pricing at this time due to a delay in the company representative getting back with the details.
- Some discussion about selling a “generic” item and having it available all the time instead of having a “specific item for a “specific group of folks on campus
- Discussed options for location of orientation sale
  - At check-in, at dorm, at JPL, at Information Fair
- A funding source for the purchase of fundraising items may be utilized through a special account via the VPBA Office for the initial purchase of items.
  - We are on a tight turnaround with orientation starting in late May so will need to move quickly
- First step before voting on anything is for Chris to speak with orientation to see if selling something is even a possibility
- Any other promotional items of interest should be sent to Chris

New Business:

Employee Educational Benefit Program Update

- Changes for Fall 2012
  - Benefit has been extended to 12 semester credit hours each academic year
  - Verification of eligibility forms will go directly to HR with no supervisor signature required
    - As long as staff member is not taking coursework during their normal work hours
    - If staff member is taking coursework during their normal work hours, supervisor will still be required to sign form
  - Taxation changes
    - Graduate students must claim entire award as taxable income
  - Form revision underway
  - Chris will send out electronic copy of changes for information purposes

Committee Reports

- Issues
  - Parking has taken up much of current issues and are being forwarded to Chris and Christi
  - One of the deans asked about why there were no statistics for the number of staff employed on the Fast Facts link from UTSA website
    - Vanessa was referred to University Communications for assistance in adding this information in adding to site
    - It is possible to add more data to this site
    - HR helped with the number with the caveat that numbers change monthly
      - February number are as follows
        - 2928 full time staff members
        - 3533 part time staff members (includes all student workers)
- Communications
  - Shannon submitted the March Blast newsletter for approval
    - Moved, seconded, and unanimously approved for distribution
  - Staff Council official e-mail address is now set up
    - Discussion with Mr. Kennedy’s on the establishment of the e-mail account resulted in the following:
      - Julie will be the “supervisor” of the e-mail address and will make changes to staff council representatives who have access annually with OIT
      - 5 people will have access to the email address: current officers and communications chair
  - Website issues will be resolved by the end of the month
- Fundraising
  - Alumni Association will officially take over commencement water sales
    - Cindy will transition all pertinent information to Alumni office in coming weeks
  - Reminder about quick turnaround time component for orientation fundraiser
  - Next bowling event
University Bowl is amenable to date changes if Staff Council provides the date early. Discussion on alternate dates
  - March (before Spring Break) was moved, seconded, and unanimously approved

  - University Bowl proposal
    - Wants to promote the establishment of a UTSA league consisting of anyone interested in bowling, with a percentage of the profits from the league being donated to UTSA Staff Council and the scholarship fund.
    - Cindy is still collecting more information

- Elections
  - Connected with OIT about Survey Monkey
    - No charge for usage due to university wide license
    - No maximum usage so can do everything we need for nominations and elections
  - Will still connect with OIR to get templates used for Elections process in the past.
  - Asked for assistance with moving existing template into Staff Council account
    - Alegra and Joleen offered to help with this move

- Scholarships
  - 25 applications approved to be sent to committee (were complete with essay on correct topic)
    - 10 for endowed scholarship and 15 for annual scholarship
  - Jennifer will look at total # of applications submitted
  - Will likely invite awardees to one of our summer meeting for introductions and congratulations

- Smoking
  - Eric Cooper presented information on Texas State’s policy
    - Self-enforced; limited campus police involvement
      - Police make one round per shift to the most frequented locations for offenders
    - Has been an easy transition with almost no issues
    - Signage across campus
      - Prior to date of policy change
      - Current policy
    - Repeat offenders are reported to either their supervisor (staff), department chair (faculty), or judicial affairs (students)
  - Joleen spoke about the presentation she gave at the recent University Assembly meeting
    - Was well received
    - Drs. Romo and Frederick are very supportive
    - Mr. Kennedy is supportive but thinks the CPRIT regulation is not as stringent as we originally thought
      - His interpretation is that only the area around the research buildings needs to be smoke-free; not the entire campus
    - Dr. Romo is sending Sonia Martinez to UT Austin for information on their policy change and enforcement
    - We will be speaking with our police department and with Sonia in the coming weeks

- Parking
  - A short presentation was made at University Assembly and due to time constraints, Joleen was asked to return to the next meeting to continue discussion
  - Students had approved an increase to the transportation fee but BOR has prohibited any fee increases
  - Options presented to group to alleviate some of the issues that are being voiced
    - Remote parking option with reliable shuttle
    - Carpooling resource with more detailed planning
    - Sliding scale for staff garage permits according to salary ranges
    - Selling the garage to an outside entity to manage
  - Must pay for new garage somehow and above options may help

**Announcements**

Xavier Johnson, UTSA SGA president, has been elected as the UT System SGA president.

Meeting was adjourned at 10:34am.

Minutes submitted by Shannon D. Rios, Staff Council Secretary