The seventh 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 8:15 a.m., with Sarah Gonzales, Chair, presiding.

Call to Order

Members present: Paula Castillo, Allegra Castro, Brad Chandler, Carolyn Cochran, Sally Crouser, Sarah Gonzales, Carol Gonzalez, Pat Hedelius, Sherry Lindsey, Alegra Lozano, Cindy Orth, Derrick Ozuna, Sharron Pacheco, Dee Russell-Terrell, Susan Sandoval, Frank Segura, Jennifer Storm, Lisa Talcott, Melissa Tenberg, Cissy Thorpe, Donna Ware, Andrea Watts, Todd Wollenzier.

Members absent: Carlita Contreras (excused), Patti Dunn (excused), Roy Garza (excused), Steve Hemphill (excused), Brent League (excused), Cece Ortegon (excused), Elba Ramos, Maria Roberts (excused), Shirley Rowe (excused), Anne Speights (excused), Brenda Tamayo (excused).

Introductory Remarks by the Chair

Overview of meeting agenda items. Sign-up sheets for water sales at commencement presented. Review of February meeting notes tabled until next meeting. January meeting notes reviewed, accepted, and approved as presented.

Staff Council Chair and Vice-Chair attended the Employee Advisory Council and University Assembly.

First presentation, given by Dan Stewart, head of Employee Services for the UT System.

- Formal announcement that there will not be a rate increase for health insurance for the next year. Coverage will not change.
- The request for proposals is getting ready to go out for the service providers. Blue Cross Blue Shield in review for contract.
- Main goal is to maintain quality while reducing costs.
- Pharmaceutical lobbyists are hitting legislature hard because they don’t like mail order drugs. If you have concerns, contact your Congressman or Legislature.
- The State of Texas passed a wellness program for state employees to allow for time during work hours for wellness activities. When it was written, it didn’t apply to higher education. The UT System is looking at how to write policies to incorporate higher education. The Staff Council Chair stated she will research issue further for more details.
- The State has made it easier to alternate the tax saver programs. Now when an individual leaves state employment, they can roll over their leave. The State is looking at making it mandatory, possible about 1%, with mandatory opt-out. Individuals can put in more than 1%, up to $15,000. The push is to get people to save for the future and to not be dependent on retirement. It’s currently in the
investigative stage, but could be brought up to the Legislature this spring for approval.

Newsletter: A Matter of Health

- They are getting ready to roll out a benefits comparison.
- Information was given on how to create a profile through the BCBS Personal Health Manager Program.
- With the BCBS profile, employees can log on to track what they have eaten. It’s designed to get you thinking about a healthier lifestyle.
- It looks at high risk factors for the future based upon your present behaviors and eating patterns. It gives preventative tips.
- When individuals log on and input their information, they can earn points to redeem for special items (ex: Target gift card).
- It’s an excellent resource for new and expecting parents.
- Next month, someone will come to the Staff Council meeting to speak more about the program. The website link is http://ut4u.com/ (which is currently under construction).

Second presentation given by John Frederick, UTSA Provost, at the University Assembly.
- The Provost is looking at issues regarding campus safety, such as making a mandatory training for knowing how to handle a work situation when an active shooter is involved.
- Looking at creating committees with risk management or emergency preparedness roles.
- Identifying students who are “at risk.” They are not currently looking at faculty/staff situations, only student.
- The Provost spoke about the level of police involvedness on campus, system-wide:
  - Looking at the number of police on staff.
  - Looking at the legislature to increase funding for security on campus.
  - Looking at one of the major problems with funding and why we cannot keep up with other agencies (i.e., these other agencies are able to take the top individuals in their respective fields because they can offer more money).

Attendees of the conference broke out into committees to discuss the following:
- Looking at career ladders. Currently they are in the research phase and plan to see if the UT System wants to develop it across the system.
- Looking into leadership trainings for individual campuses. Currently, campuses have to submit individual requests, so the committee is looking into making it system wide.
- Committee members have requested information on career development/diversity and leadership roles.

Communications Committee:
- Since about 85% of students have I-Pods, the committee is discussing the iTunes U, and looking into how many universities are adopting iTunes U.
  - If individuals sign-up, they can get podcasts directly from the university.
  - The Committee is trying to get it adopted for use by the UT System.
  - Current issue: pending lawsuit representing those who are blind and/or have vision disabilities. It’s pending the settlement whether or not more universities can sign on.
Committee members discussed the use of kiosks for those employees who do not have access to computers. Currently, they are researching how to increase the areas available for staff to use and have access to computers (computer labs, kiosks, etc).

Mark Yudof has been identified as a finalist, but has not yet been offered the position of President of the University of California System.

UTSA is hosting the October EAC meeting. This is the first time for UTSA to host the meeting. Hosting committee may ask for volunteers from Staff Council once the official dates are set.

Compensation Committee:
- The committee is currently doing research on salaries and salary history, and plans to do a cross campus comparison. They should have a full report ready at the next meeting.

Last highlight from conference: Faculty is pushing to have a faculty member added to the Board of Regents. A student member is already part of the Board.

**New Business**

EAC representatives consist of 2 individuals from each component institution, consisting of the Staff Council Chair and Vice Chair.

Staff Council members suggested presenting a thank you gift to the Recreation Center and Laura Monroe, for allowing Staff Council to use their facilities for meetings.

A suggestion was made to recognize donors to the Staff Council funding on the Staff Council website, to say thank you to those who support the Staff Council Scholarship.


**Old Business**

University Assembly

Conference members had the opportunity to meet with the new UTSA Provost, John Friedrick to discuss problems on the campus. The Provost would like to see a strong, healthy campus, and envisions students as the first priority. Some issues that were brought up for discussion included the recruitment and retention of faculty/staff, and questions of where certain funding goes. The Provost stated he is currently getting a feel across the campus and will speak about issues and concerns with each area.

Committee Reports:

*Communications Committee*: no report.

*Elections Committee*: no report.

*By-Laws Committee*: Chair Steve Hemphill has resigned from UTSA, discussion of election of a new Chair tabled until next meeting. A copy of the current by-laws was sent to Staff Council
members. Committee members asked Council members to read through and make notes of items needing to be updated. By next meeting, committee members want to open it for full discussion, and will send out a reminder for the deadline for suggestions.

**Issues Committee:**

- Committee members are still waiting on feedback regarding the issue of staff members as students being exempted from the transportation fee.
- The committee has contacted Dr. Johnson in the Library about the DVD policy. He would like to wait until they hire the Assistant Dean before addressing policy changes. The question posed was asking about the current policy for checking out DVDs, with regards to job title designation (i.e., difference in duration of check out time for professional staff vs classified staff). Another question was posed regarding students as staff or staff as students: which check out duration would apply? Committee Chair, Carol Gonzalez will research and inquire about the current processes and discuss at the next meeting.
- A suggestion was made that the issue be readdressed with Dr. Johnson for clarification of library policy on DVD check outs. Staff Council members discussed the issue and a motion was presented to move forward with contacting Dr. Johnson. The motion was seconded but did not pass. A second motion was made for the Issues Committee to do more research on the issue themselves and bring back information to the Council. The motion was seconded and approved.
- Committee members are still waiting on more information regarding the issue of employees located outside San Antonio. An email request for information was sent, but no response as to date.
- An employee submitted an issue regarding concern of forwarding non-work related emails including jokes, chain letters, etc. Information regarding the appropriate use and guidelines for use of university information technology can be found in the HOP 8.12 (http://www.utsa.edu/hop/chapter8/8-12.cfm ), from the Information Security Office (which addresses emails specifically), and recent compliance training modules. It was suggested that this is an issue that can be brought up as a reminder in staff meetings.

**Fundraising Committee:** The committee received an email from the Legal Department regarding the selling of the Entertainment books. According to the email, Staff Council will have to be a registered organization in order to sell the books. If Staff Council does become a registered organization, it will be the first staff organization that is registered. The committee is working on the paperwork to get Staff Council registered. Committee members are currently researching other fundraising events/opportunities.

Committee Chair, Melissa Tenberg, has the water sales sign up sheets. Volunteers are still needed, in which some are needed for Thursday morning prep work. There are two locations for set up. Bottled water will be $1 each. They are still waiting for the approval from Dr. Graham to sell the water. Committee members are looking for supplies to assist those selling the water. Supplies needed are tool belt aprons, rolling coolers, portable coolers, or anything useful to carry around the water and money. Kim Ellicks-Center has agreed to purchase any excess water remaining after the sales.

Other items:

- Presidential Awards ceremony is being held Friday, April 11th, at 11am, in the Richard Liu Auditorium in the Business Building. Twenty awards will be given in recognition for volunteer hours, the largest amount in the UT System. This is first year for UTSA to present these awards. There is a special guest speaker from the White House.
- April 12th is the UT System United to Serve Day. Volunteers are still needed, anyone is welcome to help. There will be a story in UTSA Today.
EAC kudos: UT Medical Branch received an award for their national organization, UT Telemed, for the most innovative world-wide program. Staff Council Chair has asked that if you hear of things in your area, please send them forward to be recognized.

ITC is celebrating the 40th anniversary of the HemisFair in April (established 1968).

April and May meetings locations have been switched. We will meet at 1604 in April, and at the DT campus in May.

Next Meeting

April 24, 2008, 8:15am-10:15am, in the Recreation Center Texas Room, at the 1604 Campus.

Meeting Adjourned

Minutes prepared by Alegra Lozano, Secretary/Historian.