The twelfth regular meeting of the Staff Council for the 2008-2009 academic year was held at the Recreation Center, Texas Room at the Main Campus at 8:30 a.m. with Shirley Rowe, Chair, presiding.

Members present: Julie Brunts, Allegra Castro, Belinda Dovalina, Grace Fouts, Robert Garza, Pat Hedelius, April Lawver, Sherry Lindsey, Patricia Morehead, Cheryl Nunn, Cindy Orth, Sharron Pacheco, Elba Ramos, Shirley Rowe, Jamie Satterwhite (Safstrom), Lisa Talcott, Suzette Vallejo, Donna Ware, Venetta Williams

Members absent: Paul Ayala (Excused), Paula Castillo (Excused), Eric Cooper, Sally Crouser (Excused), Israel Falcon, Brent League (Excused), Rene Lopez, Anne Rembisz (Excused), Corinne Sabo, Frank Segura, Anne Speights (Excused), Brenda Tamayo, Todd Wollenzier (Excused)

Breakfast

Chair called meeting to order

Guest Speaker, Kerry Kennedy, Vice President, Business Affairs and Staff Council liaison to Dr. Romo

Mr. Kennedy gave an overview on the Employee Advisory Committee since its inception:

- Employee Advisory Council (EAC) was first established in 2000 by the Board of Regents and the first meeting of the EAC was held in March 2001
- First presentation to the Board of Regents occurred on Feb. 13, 2002
- Primary goal is to develop feasible recommendations for consideration by Board of Regents.
- The University of Texas System Employee Advisory Council (EAC) is a selected representative advisory group that works with, and on behalf of, The University of Texas System. Each year the EAC Executive Board meets with the Board of Regents to present information and make recommendations regarding issues of importance to the employees of the UT System.
- Employee Advisory Council (EAC) plays a very important role for the 2,600 UTSA staff on campus.

Mr. Kennedy valued the Staff Council member supervisors and directors for their support throughout this year and congratulated the newly elected Staff Council members.
Mr. Kennedy commended the Staff Council Chair and Executive members for the exemplary job they have done throughout this year. The Staff Council by definition should be seen as a leadership role. The Staff Council members are leaders and respected as leaders. He specifically mentioned:

- Rewriting the By-laws is a huge undertaking and he has also been involved in the process. They have been completed and approved by the President.
- The Staff Council has more visibility than it has ever had in the past.
- Being part of the Strategic Planning process - Comprised of Administration, Faculty and Staff.
- **Employee Discount Program:** Mr. Kennedy indicated that he was very excited about new Employee Discount Program to be implemented by September 1, 2009. The Employee Discount Program offers Discounts for University of Texas at San Antonio Faculty and Staff. The Employee Discount Program is going to provide a wide variety of products and services. This is going to be an excellence program. The discount will be great!

Mr. Kennedy then elaborated upon his expectations of Staff Council.

- **Active Role:** To build a committee or a group of people.
- **Commitment:** To meet the need of our constituencies.
- **Effective Communication:** Participate in the community as an excellent listener. Identify your constituencies.
- **Model the University Core Values** (The foundation of our decisions):
  - Integrity
  - Innovation
  - Inclusiveness: Talk about diversity. Not just gender or ethnicity. It is much broader as we are trying to set a culture where it’s ok to disagree.
  - Collaboration
  - Excellence
  - Respect: Respect Differences. Respect Opinions

Other topics discussed:

**Employee Assistance and Fees:**

- UT System has been in the process of drafting a policy which can then be shared with each of the components. A Cost/Financial analysis needs to be completed as each department is responsible for funding these expenses. We need to make sure a lot of people have the opportunities to participate in the program. The University is moving towards the right direction.

**Merit Increases:**

- This year’s merit pool is 2.5% and some people will get 2-2.5%. The University has setup $300,000 - $500,000 for equity raises. The University tries to set aside more for equity increases. We have to hope and pray that we can keep 2.5%. State income is going down significantly.
Performance Evaluations:
- Human Resources Office is looking at purchasing an electronic database system for tracking performance evaluations. They have identified a vendor and are in the process of moving forward with testing and implementation.
- Promotion Tenure: A new pilot program for UTSA Faculty next year. It would be good to have an electronic database system for tracking performance evaluations.

Hazardous Pay:
- Is the employee authorized to get hazardous pay or to reevaluate other positions? What is the legislative ground regarding state law? We need to look at the state law that allows us hazardous pay. The Staff Council Chair will go to the Employee Advisory Committee regarding Hazardous pay issues.

The Staff Council Chair gave thanks to Kerry Kennedy for presenting at the Staff Council meeting.

Introduction of new members

Review and approval of minutes from June and July 2009 meetings
- Motion made to approve the June 2009 minutes with changes. Motion was seconded and carried. **Vote: _18_ In Favor, _0_ Opposed, _0_ Abstentions.**

- Motion made to approve the July 2009 minutes with changes. Motion was seconded and carried. **Vote: _18_ In Favor, _0_ Opposed, _0_ Abstentions.**

Chair’s Report
- **Bylaws:** The revisions have been reviewed by Vice-President of Business Affairs and have met with approval. Then, the Bylaws will go to go Dr. Romo for final approval. These will be our governing Bylaws.

- **Employee Advisory Council:** UTSA has 2 Employee Advisory Council representatives: Sarah Gonzales (Human Resources) and Shirley Rowe (Career Services) Sarah Gonzales term is going to expire in 2010. The Staff Council Executive Board made a decision to have UTSA comply with the EAC bylaws and have UTSA members serve a three-year term. EAC representative could serve as an ex-officio member of Staff Council. This could be stipulated when they accept the position and would guarantee communication with Staff Council.

- **Highlights of EAC 2-Day Conference:**
  Dan Stewart, Associate Vice Chancellor for Employee Benefits and Services and the UT System Administration liaison for EAC discussed the importance of the council and the need to demonstrate accomplishments to the Board of Regents by reporting back to EAC on steps taken at each of the components. It is really important that we do make a difference. EAC members were invited to dinner at the residence of Chancellor Francisco Cigarroa – which was unprecedented.
• **Wellness Initiative:** (95% of UT System Employee) The Health and Wellness Programs are available at each of the 16 UT components including UTSA which we should support and promote to our constituents. This is a huge commitment and concern at UT System.
  
  o *Condition Management Option:* Whether you have diabetes, asthma, high blood pressure or another chronic disease, the Personal Health Manager can help you take control. The Wellness Initiative program is working very closely in identifying the needs of each individual UT component. If you have any questions, please ask the Staff Council Chair.

• **Parking and Transportation Update:** The Transportation Services division of UTSA Business Auxiliary Services pilot program providing shuttle service between University Heights and the UTSA Main Campus ends Wednesday, August, 12. The pilot program allowed collection of information about the need for shuttle service between the two locations. The trial period began March 3 and was expanded to two full days per week on June 16. Ridership consistently averaged less than one passenger per operating hour. Because of low use, permanent shuttle service to University Heights most likely will not be provided. The last day of service will be Wednesday, August 12.

**Additional Comments:**
A member of the Staff Council suggested that the Transportation Services division of UTSA should consider implementing the UTSA Business Auxiliary Services Pilot Program again next August.

**Old business**

• **Name Tags/pins:** The Staff Council Vice-Chair gave an update on the tags/pins for the Staff Council members. He recommends purchasing the pins with a magnetic backing. The cost of the pins would be approximately $2.00 - $4.00 dollars per button. The size of the pins would be ¾ inches. If the Staff Council orders less than 100 pins, then the cost would be $5.00 per pin. Please see the Pin Pros website at http://www.pinpros.com/. The Staff Council logo is pretty straight forward. The purpose of the pins is to increase our visibility as we do not have anything to identify that we are on the Staff Council.

• **University Excellence Awards Program update:** The Staff Council Vice-Chair gave an update on the University Excellence Awards Program.
  
  o UTSA Staff Council was responsible for decorating the Ballroom for this year’s University Excellence Awards.
  
  o The Associate Director ER/PSCR asked that the University Excellence Awards nomination process begin transition to an electronic version.
  
  o The Staff Council is part of the planning committee.
  
  o The Provost is trying to allow the Faculty awards to be part of the University Excellence Awards Program.
The University Excellence Awards committee is trying to keep the University Excellence Awards Program for UTSA Staff only. This is the only event that is currently held for UTSA Staff.

Committee Reports:

- **By-laws:** The Committee Chair gave an update on the new revised Bylaws.

- **Communications:** The Communication Committee Chair is working on publishing an article on the UTSA Downtown Newsletter.

- **Elections:** The Committee Chair gave an update on this year’s election process. The elections process is an annual event. Elections were due during the early part of June.

  - **Elections Report:**
    - Nominations and Process - 2nd year done by an electronic process
    - 1849 ballot sent out Benefit Eligible
    - 109 people were nominated
    - 20 new members were elected this year
    - 2010-2011: 15 new employees to be elected next year.
    - 38% return on the election ballots. Consider this year’s election process a success.

- **Employee Educational Benefits (ad hoc):** No Report.

- **Employee Perks (ad hoc):** The Staff Council Chair gave an update on the new UTSA Employee Discount Program to be implemented by September 1, 2009. The Human Resources Department has been beta testing and upgrading the tool.

  The discount offers will be organized into categories, so just select one to see the list of participating vendors and the discounts they are offering. Browse through the list and look for your favorite business. If it isn't there, the next time you visit print out and leave a flyer so they can sign up too! Getting Your Discount--It's Easy!

  Most vendors just want to see your University Faculty/Staff ID; others may want you to print out a coupon or enter a special discount code on their Web site. Either way the discount will be applied at the point of purchase.

  A member of the Staff Council asked if they can solicit the new discount program.

- **Fundraising:** The Committee Chair gave an update on this year’s fundraising event. The Spring commencement ceremonies have been very successful.
  - To help support our cause for the Staff Council Scholarship fund
• Suggestions for other outside activities
• Involvement in Fundraising Activities

• Issues: The Committee Chair gave an overview of some of the current issues.

Issue Committee Report:
• ISSUE – Limited dining option on DT Campus, and limited healthy, low calorie options on both campuses
• ISSUE – Hazardous crosswalk between Monterey and Buena Vista Buildings downtown
• ISSUE – Enhancement of UTSA recycling program similar to the program in use at Trinity University (sustainability). Environmental Health, Safety & Risk Management Web site.
• ISSUE – Smoking on Campus/Stricter Smoking Policy
• ISSUE – Insufficient number of “A” parking slots in Lots 2 and 4, while numerous 24-hour reserved slots go unused in these lots.
• ISSUE - Dirty tables and over-full trash containers in outside dining areas.
• ISSUE - Tables and chairs in outside dining areas covered with bird waste.

Scholarships (ad hoc): The Committee Chair gave an update on the Staff Council Scholarship Funds.
  o 2, 600 UTSA Staff; 1,800 Benefits Eligible
  o 7 UTSA employees had applied for the Staff Council Scholarship
  o UTSA Staff Council needs to increase visibility
  o Maybe increase the amount of the Scholarship Fund and look at an endowment.

New Business: No Report

Chair’s Comments:
The Staff Council Chair is content with what the Staff Council has accomplished.
  o Bylaws took a lot of time and effort.
  o Employee Discount Program
  o Committee Involvement
    o Parking and Transportation
    o HOP Committee review
    o University Excellence Program
    o Food Services to increase visibility

The Staff Council Chair was presented with an award for serving as the Staff Council Chair for FY08-09
The Staff Council Chair thanked everyone for their hard work this year.

New Appointments Available at next meeting:
- Vice Chair – 1st Year
- Secretary Historian
- Parliamentarian
- Changes on committees
- Pictures – The Staff Council Vice-Chair asked the Staff Council member to please submit a short biography and email it to Robert Garza at Garza3@UTSA.EDU.

Announcements

- Next meeting, September 24, 2009; Main Campus, Rec and Wellness Center, Texas Room.

Motion to Adjourn

Minutes submitted by Suzette Vallejo, Staff Council Secretary/Historian